



Dr Yemeng Chen
President
New York College of Traditional
Chinese Medicine
155 First Street
Mineola, NY 11501-4005

MAY 07 2013

Certified Mail Return Receipt Requested

RE Final Program Review Determination
OPE ID 03443300
PRCN 201040227299

The U S Department of Education's (Department's) School Participation Team – NY/Boston issued a program review report on November 7, 2011 covering New York College of Traditional Chinese Medicine's (NYCTCM) administration of programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U S C §§ 1070 et seq (Title IV, HEA programs), for the 2008-2009 and 2009-2010 award years. The institution's final response was received on April 4, 2012.

The School Participation Team – NY/Boston has reviewed NYCTCM's response(s) to the Program Review Report. A copy of the program review report (and related attachments) and NYCTCM's response are attached. Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by NYCTCM upon request. Additionally, this Final Program Review Determination (FPRD), related attachments, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued.

NYCTCM's responses have resolved all findings. In addition, NYCTCM has provided assurances that the appropriate corrective actions have been taken to resolve and prevent future occurrences of all findings. Therefore, NYCTCM may consider the program review closed with no further action required.

Program records relating to the period covered by this program review must be retained until the later of: the resolution of the loan(s), claim(s) or expenditure(s) questioned in the program review (34 C.F.R. § 668.24(e)(3)(i)) or the end of the retention period applicable to the record (34 C.F.R. § 668.24(e)(1) and (e)(2)).

Federal Student Aid

AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION
School Participation Division – NY/Boston
830 First Street, NE Washington D C 20020

New York College of
Traditional Chinese Medicine
03443300
201040227299
Page 2 of 2

If you have any questions please call Marie Bangura at (202) 377-3072

Sincerely,

(b)(6); (b)(7)(C); (b)(7)(C)

/ Betty Coughlin
Division Director

Enclosure Program Review Report (with attachments)
NYCTCM's Response to the Program Review Report

cc Dr James Bare, Financial Aid Administrator
Carole W Yates, New York State Education Department
William W Goding, Accreditation Commission for Acupuncture and Oriental Medicine

NOV 30 2011

Dr. Yeming Chen
President
New York College of Traditional
Chinese Medicine
155 First Street
Mineola, NY 11501-4005

Control No: 708-1530-001 5/7/2017

RE: Program Review Report
OPE ID: 03443300
FRCN: 201046227289

Dear Mr. Chen,

From September 13, 2010 through September 17, 2010, Marie Sangum and Olga Touliatos as representatives of the U.S. Department of Education conducted a review of New York College of Traditional Chinese Medicine (NYCTCM) administration of its programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV HEA programs). The findings of that review are presented in the enclosed report.

Findings of noncompliance are referenced to the applicable statute and regulations and specify the action required to comply with the statute and regulations. Please review the report and respond to each finding, indicating the corrective actions taken by NYCTCM. The response should include a brief, written narrative for each finding that clearly states NYCTCM's position regarding the finding and the corrective action taken to resolve the finding. Comments from the school regarding NYCTCM must provide supporting documentation as required in each finding.

Please note that pursuant to HEA section 483A(b), the Department is required to:

- (1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report and relevant materials related to the report before any final program review report is issued;
- (2) review and take into consideration an institution's response to any final program review report or such determination, and include in the report of determination—
 - a. A written statement addressing the institution's response;
 - b. A written statement of the basis for such report of determination; and

¹ A "preliminary" program review report is the program review report. The Department's final program review report is the Final Program Review Determination (FPRD).

Federal Student Aid, School Participation Team - NY/DC
1207 G St., NE Washington, DC 20002
www.FederalStudentAid.gov

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c. A copy of the institution's response.

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the FPRD. However, it will be retained and available for inspection by NYOTCM upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

The institution's response should be sent directly to Marie Bergara of this office within 60 calendar days of receipt of this letter.

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the issues, claims, or expenditures mentioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 688.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report. If you have any questions concerning this report, please contact Marie Bergara at 202-377-8072 or marie.bergara@ed.gov.

Sincerely,

(b)(6); (b)(7)(C); (b)(7)(C)

Team Leader

cc: Mr James Bare, Financial Aid Administrator

Prepared by
**New York College of Traditional
Chinese Medicine**



GPE ID 03443200
PRCN 201040227299

Prepared by
**U.S. Department of Education
Federal Student Aid
School Participation Team - NY/Boston**

Program Review Report

NOV 30 2011

**Federal Student Aid School Participation Team - New York/Boston
Union Center Plaza, 520 First Street, NE 7th Floor, Washington, DC 20202
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Chinese Medicine
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A. Institutional Information

**New York College of Traditional
Chinese Medicine
188 First Street
Minerva, NY 11601-4005**

Type: Private, Non-Profit

Highest Level of Offering: Master's Degree or Doctor's Degree

**Accrediting Agency: Accrediting Commission for Acupuncture and Oriental
Medicine**

Current Student Enrollment: 148 (2008-2010)

% of Students Reaching Title IV: 63 = 42.6% (2008-2010)

Title IV Participation National Student Loan Data System (NSLDS)

Federal Family Education Loan Program (FFEL) \$ 804,838

Default Rate FFEL/DL:	2008	2.2%
	2007	.0%
	2006	6.1%

B Scope of Review

The U.S. Department of Education (the Department) conducted a program review of New York College of Traditional Chinese Medicine (NYCTCM) from September 15, 2010 to September 17, 2010. The review was conducted by Marie Bangura and Olga Touliatos.

The focus of the review was to determine NYCTCM's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of NYCTCM's policies and procedures regarding institutional and student eligibility, individual student financial aid and assistance files, attendance records, student account ledgers, and fiscal records.

A sample of 80 files was identified for review from the 2006-2007 and 2008-2009 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

Disclaimer

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning NYCTCM's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve NYCTCM of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue the final findings in a subsequent Final Program Review Determination letter.

C. Findings

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statute and regulations and specify the actions to be taken by NYC TCM to bring operations of the financial aid programs into compliance with the statute and regulations.

1. Ineligible Programs

Citation: Regulations define an eligible program as one that is a legally authorized postsecondary program of organized instruction of study which leads to an academic or professional degree, vocational certificate or other recognized educational credential that prepares a student for gainful employment in a recognized occupation. The school is responsible for determining that a program is eligible based on the criteria from a nationally recognized accrediting agency (unless the agency does not require that particular programs be accredited). The school should also make certain that it is authorized by the appropriate state agency to offer the program (if the state licenses individual programs at postsecondary institutions). 34 CFR §688.8 (c) 3 (1)(A)(i)

An eligible institution may add an educational program after it has been designated as an eligible institution by the Secretary and does not have to apply to the Secretary to have that additional program designated as an eligible program of that institution except as provided in 34 CFR §688.10 if the additional program--

- Leads to an associate, baccalaureate, professional, or graduate degree; or
- Prepares students for gainful employment in the same or related recognized occupation as an educational program that has previously been designated as an eligible program at that institution by the Secretary; and
- Is at least 8 semester hours, 12 quarter hours, or 600 clock hours.

However, if an institution incorrectly determines under paragraph (1)(2) of this section that an educational program satisfies the applicable statutory and regulatory eligibility provisions without applying to the Secretary for approval, the institution is liable to repay to the Secretary all Title IV funds received by the institution for that educational program and all the Title IV funds received by or on behalf of students who were enrolled in that educational program. 34 CFR § 688.10 (c)(2) and (8).

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Noncompliance: NYCTCM disbursed Title IV funds to students who were not enrolled in eligible programs. Students were enrolled in the Oriental Medicine and Acupuncture and Oriental Medicine Programs that were not accredited on a Bachelor degree level. NYCTCM did not provide the reviewers with adequate documentation from their accrediting agency, Accrediting Commission for Acupuncture and Oriental Medicine (ACAOM), for the Bachelor of Professional Studies Programs (BPS) in Acupuncture and Oriental Medicine Programs.

NYCTCM's catalog states the institution offers two programs: a three-year Bachelor of Professional Studies/Master of Science in Health Science/Acupuncture Program, which prepares students for licensure and professional practice of Acupuncture and a four-year Bachelor of Professional Studies/Master of Science in Health Science/Oriental Program, which prepares students for licensure and professional practice of both Acupuncture and Chinese Herbology

According to ACAOM, the institution is approved only for Master of Science in Health Science in Acupuncture and Oriental Medicine.

Students 1-90 are enrolled in Bachelor of Professional Studies, Master of Science in Health Science in Acupuncture or Oriental Medicine. The Bachelor of Professional Studies is not an approved program of ACAOM.

Disbursing funds to students enrolled in a program that is not an eligible program causes an expense to the Department in funds expended for ineligible students.

Required Action: The school must ensure that a program is eligible before awarding Title IV funds to students in that program.

Due to the percentage of sample files that identified students in ineligible programs, NYCTCM must perform a file review by the 2009-2008 and 2009-2010 award years of all students enrolled in the bachelor's level Oriental Medicine and Acupuncture and Oriental Medicine Programs. This report must include all students enrolled in the bachelor level of each program and be reported in a spreadsheet with the following information:

- Student's Name
- Social Security Number
- Dates of Enrollment in Ineligible Program
- Title IV Disbursements (or FFEL, amount verified) by Program and Award Year
- Dates of Disbursements

The report must include a statement of attestation by an independent auditor for accuracy and completeness. The independent auditor's statement must accompany submission of this report.

Instructions for the repayment of the balances will be provided in the Final Program Review Determination Letter (FPAD).

2. Verification Incomplete

Citation: An institution is required to verify information used to calculate a student's Expected Family Contribution (EFC) as part of the student's need for Federal student aid programs. An institution is required to obtain documentation to substantiate the Adjusted Gross Income (AGI), taxes paid, untaxed income and benefits, household size, and number of family members enrolled in college as shown on the Student Aid Report (SAR)/ISIR. Information is verified by securing additional documentation or, in some cases, a signed statement attesting to the accuracy of the information provided. 34 C.F.R. §682.59 and 34 C.F.R. §682.57

Noncompliance: NYCTCM failed to complete verification for students 18, 22, 23, 25 and 28.

Student #18, 22, 23, 25 and 28: The reviewers noted that the students files did not have 2009-2010 verification worksheets, signed parent and/or student Federal Income Tax Returns, or any other identifiable documents to complete the verification process.

Failure of an institution to complete the verification process for its students may result in an institution disbursing Title IV funds to students for which they are not entitled and may result in an increased expense to the Department.

Required Action: In response to this finding, NYCTCM must collect and review verification documentation for students 18, 22, 23, 25 and 28 to determine each student's eligibility. NYCTCM is responsible for verifying the information that is used to calculate the EFC to determine the student's financial need. In each instance where verification was found incomplete the regulations require NYCTCM to verify discrepancies in information received from different sources regarding a student's application for financial aid under the Title IV programs.

Due to the percentage of sample files that contained incomplete verification, a file review is required for all the Title IV recipients who were selected for verification

In the 2009-2010 award year, in response to this finding, the institution must report each student's information in the following format:

- Student Name
- Award Year
- Original EFC
- Revised EFC
- Amount of Title IV AIS Disbursed by Program
- Correct Amount of aid student was eligible for by Title IV Program
- Difference Between Correct versus Actual Amounts (Amount Owed to Department)

If any student's EFC, scheduled award and expected disbursement changes as a result of verification, the institution is liable for the difference between the correct disbursement and the actual disbursement. Also, for each case where NYCTCM cannot complete the verification process, NYCTCM is liable for the entire disbursement. Please be sure to include these sampled students in the results of the file review required in the paragraph below.

NYCTCM is advised that it must have the results of its file review verified for completeness and accuracy by an independent auditor prior to submission. Instructions for the repayment of any liabilities will be provided in the Final Program Review Determination Letter (FRDL).

3. Conflicting Information Unresolved

Citation: The institution develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV, NEA programs. In determining whether the institution's system is adequate, the Secretary considers whether the institution obtains and reviews all student aid applications, need analysis documents, Statements of Educational Purpose, Statements of Registration Status, and eligibility notification documents presented by or on behalf of each applicant and any other information normally available to the institution regarding a student's citizenship, previous educational experience, documentation of the student's social security number, or other factors relating to the student's eligibility for funds under the Title IV, NEA programs. 34 C.F.R. §662.16(f) (1)(3)

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Noncompliance: NYCTCM did not resolve the Comment codes (C codes) listed on the Institutional Student Information Records (ISIR) for student numbers 1, 6 & 22. Students 6 & 22 are the same student with different award years.

Student #1: NYCTCM did not verify that student #1 is a U. S. citizen or eligible non-citizen. Student #1's file contained a U.S. Student Visa that was issued by the U.S. Citizenship and Immigration Services (USCIS) on February 28, 2000 with an expiration date of February 28, 2010.

According to the student's application for admission, the student answered "no" to the citizenship question. The 2008-2009 ISIR had a C code (148): The Social Security Administration did not confirm that student #1 is a U.S. citizen. The C code comment states that the student must provide their school with documentation of their citizenship status before they can receive federal student aid.

Student #6 & 22 (same student): According to the student's admission application, the student stated that he is a permanent resident. The student's 2008/2009 & 2009/2010 ISIR reported him as a U.S. citizen. The Department of Homeland Security (DHS) assigns to each alien an alien registration number. Student #6's ISIR was flagged with two C codes: (1) C code 148 and (2) C Code 030

Our review of the students 6 & 22 files revealed no documentation to confirm the student's citizenship or selective service registration status.

C Code 148 states the Social Security Administration did not confirm that student #6 is a U.S. citizen. The C code comment requires that the student must provide his school with documentation of his citizenship status before he can receive federal student aid.

C code 030 states the student has not registered with Selective Service. Before the school can pay him, the school must have an acknowledgment letter of registration or exempt letter from Selective Service.

Failure to correct discrepancies may cause an institution to disburse Title IV funds to ineligible students which may create a financial burden for the Department.

Required Action: NYCTCM is responsible for resolving the comment code information that is reported on the FAFSA/ISIR and securing additional documentation supporting the resolution. NYCTCM must obtain and review the documents necessary for the students to determine the student's eligibility.

If NYCTCM is unable to provide the documentation, all Title IV aid disbursed will become institutional liabilities. Instructions for the repayment of any liabilities will be provided in the FPRD.

4. Exit Counseling Not Documented or Performed

Citation: An institution must ensure that students who have borrowed FFEL or Direct Loans (including Graduate/Professional PLUS loans) receive exit counseling before they leave or withdraw from an institution. Counseling may be provided in person, (individually or in groups) or using audiovisual materials. 34 C F R. §682.604 (g)(1) &(2)

Noncompliance: NYCTCM did not document exit interviews for students 6, 10, 12, & 22 who graduated from their programs.

Required Action: If a student borrower withdraws from the school without the school's prior knowledge or fails to complete the exit counseling as required, the exit counseling must be provided either through interactive electronic means or by mailing written counseling materials to the student borrower at the student borrower's last known address within 90 days after the school learns that the student borrower has withdrawn from the school or failed to complete the exit counseling as required. A copy of all the materials provided to the students must be placed in his/her file to substantiate the school's compliance with this requirement.

In response to this finding, NYCTCM must provide assurance that exit counseling will be conducted for each borrower in accordance with the regulatory requirements. Each borrower's financial aid file must contain adequate documentation to support appropriate counseling was provided. NYCTCM must provide exit counseling documents for the students referenced in this finding.

NYCTCM must institute procedures to ensure all Title IV borrowers receive entrance and exit counseling. In addition, a copy of the procedures must be submitted with the NYCTCM's response to this finding.

G. Appendix

2008-2009

Student	First Name	Last Name
1	(b)(6); (b)(7)(C),(b)(7)(C)	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

2009-2010

Student	First Name	Last Name
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		



NEW YORK COLLEGE OF TRADITIONAL CHINESE MEDICINE

155 First Street
Mineola, NY 11501
Phone (516) 739 1545
Fax (516) 873 9622

January 30, 2012

Ms Marie Bangura
Federal Student Aid, School Participation Team – NY/Boston
830 1st Street, NE
Washington, DC 20002

RE New York College of TCM's Response to Program Review Report
OPE ID 03443300
PRCN 201040227299

Dear Ms Bangura

This letter is written in response to the findings of noncompliance and the corrective actions taken by our institution, New York College of Traditional Chinese Medicine (NYCTCM). We were recently approved for an extension to reply to Section C, Part 1 – Ineligible Programs and Part 2 – Verification Incomplete. This letter will cover Section C, Parts 3-4 – Conflicting Information Unresolved and Exit Counseling Not Documented or Performed. Please see the responses below.

Section C, Part 3--Conflicting Information Unresolved

Student #1 – According to the Department of Education's finding, NYCTCM did not verify that Student #1, (b) (6) was a U.S. citizen or eligible non-citizen because upon admission the student selected that she was not a citizen.

Action: When Student #1's file was reviewed, a copy of her certificate of naturalization was found, dated July 23, 2008 along with her U.S. Student Visa that was previously found by the Department of Education. When the student applied for admission on 12/29/2007, she was not yet a citizen. A copy of the student's admission application and a copy of the student's certificate of naturalization are enclosed with this letter (Attachments 1 & 2).

Student #6 & 22 (same student—(b) (6)) – According to the Department of Education's finding, NYCTCM did not verify that Student #6 & 22 was a U.S. citizen and had no documentation that the student was either registered or exempt from selective service.

Action: When Student #6/22's file was reviewed, a copy of his certificate of naturalization was found, dated April 24, 2007. Additionally, a letter from the Selective Service System (dated August 28, 2006) was also found stating that the student was exempt from registering with Selective Service because he entered the United States for the first time after turning 26 years of age. A copy of the student's certificate of naturalization, a copy of the letter from the Selective Service System, a copy of the student's permanent resident card, and a copy of the student's visa are enclosed with this letter (Attachments 3-6).



NEW YORK COLLEGE OF TRADITIONAL CHINESE MEDICINE

155 First Street
Mineola, NY 11501
Phone (516) 739 1545
Fax (516) 873 9622

PRCN 201040227299

As you will find, NYCTCM has adhered to and will continue to adhere to an adequate system for identifying and resolving discrepancies in the information that our institution receives from various sources with respect to a student's application for financial aid under the Title IV, HEA programs

Section C, Part 4--Exit Counseling Not Documented or Performed

According to the Department of Education's finding NYCTCM did not document exit interviews for students 6, 10, 12, and 22

Student #6 & 22 (same student – (b) (6)) Upon review of the student's file, the student's exit counseling form was found dated June 9, 2010 (Attachment 7)

Student #10 ((b) (6)) Upon review of the student's file, the student's exit counseling form was found dated November 13, 2010 (Attachment 8)

Student #12 ((b) (6)) Upon review of the student's file, it was found that the exit counseling form was indeed missing with a note that the student was recently deceased – student died shortly after graduating Upon further inquiry, it was found that the student had become ill in 2008 and did not disclose the nature and gravity of her illness to NYCTCM, as was her right, until her health seriously deteriorated in December 2008 Because of her terminal illness, the student was unable to attend the last week of classes With her frequent hospitalizations until her final passing in June 2009, NYCTCM wanted to maintain the utmost respect for the student and her close friends and family and so did not pursue the matter of her exit counseling further However, recently NYCTCM did contact a close friend of the student, ((b) (6)) who submitted a witness statement regarding ((b) (6)) condition If any other information is required, ((b) (6)) has given NYCTCM and the Department of Education permission to contact her Enclosed with this letter are a copy of the witness statement and a copy of the attendance records showing that she missed the last week of classes (Attachments 9 & 10)

NYCTCM has instituted strict procedures to ensure that all Title IV borrowers receive entrance and exit counseling A copy of these procedures, excerpted from our Administrative Manual, is enclosed with this letter (Attachment 11)

If there is any information required or in need of further clarification, please contact Anna Hsiung, Financial Aid Coordinator, at 516-739-1545, ext 212 or financial_aid@nyctcm.edu

Sincerely yours,

April 4, 2012

Ms Marie Bangura
Federal Student Aid, School Participation Team – NY/Boston
830 1st Street NE
Washington, DC 20002

RE New York College of Traditional Chinese Medicine
Response to Program Review Report
OPEID 03443300
PRCN 201040227299

Dear Ms Bangura

This letter is written in response to the findings of noncompliance and the corrective actions taken by our institution, New York College of Traditional Chinese Medicine (NYCTCM). The letter covers Section C, Parts 1 and 2 of the November 30, 2011 Program Review Report. Parts 3 and 4 of the same report were addressed in my response letter of January 30, 2012.

Section C, Part 1 – Ineligible Programs

This section states that NYCTCM disbursed Title IV funds to students who were not enrolled in eligible programs. The reasoning is that since NYCTCM awards combined B P S /M S degrees and since our accrediting agency ACAOM only accredits Masters level programs, the B P S program is ineligible for Title IV funding.

NYCTCM would like to disagree with this finding.

- 1 NYCTCM has two degree programs, the 141-credit B P S/M S Program in Acupuncture and the 184-credit B P S /M S Program in Oriental Medicine. These are both Masters level programs and as such are accredited by ACAOM. There are no separate B P S programs, all degree students are enrolled at all times in one of the Masters level programs. I am attaching a letter from ACAOM clarifying that they accredit the complete programs (all the credits that students must take are in courses accredited by ACAOM), I am also attaching our most recent accreditation letter from ACAOM, showing that we were awarded reaccreditation for a seven-year period, which is the maximum allowable.
- 2 At the time we applied to New York State for degree-granting status, the only award option available to acupuncture schools was the combined B P S /M S degree. This award is a combined degree but does not imply that there are separate Bachelors and Masters programs or that one portion of the program is a Bachelors portion and that a subsequent portion is a Masters portion. There is no possibility of a separate award of either the B P S or the M S and no student is identified as a B P S student. I am attaching a letter from Bill Murphy, Assistant Director of the New York State Education Department Professional Education Program Review, which clarifies this. I am also including a copy of one of our diplomas, where the combined degree is clearly noted. Mr

Murphy has notified us that it is now possible for acupuncture schools to grant single (non-combined) Masters degrees, so that, in order to avoid future confusion about the nature of our programs, we have decided to apply for a change in our awards—once this application is approved, we will be granting single M S degrees rather than combined B P S /M S degrees. A copy of this recently-submitted change application is attached.

- 3 Our independent auditors, Knutte and Associates, have performed the requested audit on students 1-30 and have determined that all of these students were enrolled in a Masters level program and that, therefore, none of them was enrolled in an ineligible program. The audit results and a letter supporting our above-outlined position are also attached.

It is therefore our contention--backed up by documentation and support letters from ACAOM, New York State Education Department, and independent auditors Knutte & Associates--that all NYCTCM degree-program students were and are at all times enrolled in Masters degree programs, and that none of them was enrolled in an ineligible program.

Section C, Part 2 – Verification Incomplete

According to the Program Review Report, NYCTCM was responsible for collecting and reviewing documentation for students 18, 22, 23, 25, and 28 to determine each student's eligibility for the 2009-2010 academic year along with all Title IV recipients who were selected for verification in the 2009-2010 award year. Enclosed with this letter please find the student information in the required format in accordance with the Department's request as per page 7 of the Program Review Report as well as copies of the 2009-2010 verification worksheets, tax returns, and other supporting documents. Finally, attached are the audit findings of the verifications of Knutte and Associates.

As you will find, NYCTCM has adhered to and will continue to adhere to an adequate system identifying and resolving discrepancies in the information that our institution receives from various sources with respect to a student's application for financial aid under the Title IV, HEA programs.

If there is any information required or in need of further clarification, please contact Anna Hsiung, Financial Aid Coordinator, at 516-739-1545, ext 212 or financial_aid@nyctcm.edu

Sincerely yours,

Yemeng Chen
President

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information (PII) being submitted to the Department must be protected. PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth)

PII being submitted electronically or on media (e.g., CD-ROM, floppy disk, DVD) must be encrypted. The data must be submitted in a zip file encrypted with Advanced Encryption Standard (AES) encryption (256-bit is preferred). The Department uses WinZip. However, files created with other encryption software are also acceptable, provided that they are compatible with WinZip and are encrypted with AES encryption.

The Department must receive an access password to view the encrypted information. The password must be e-mailed separately from the encrypted data. The password must be 12 characters in length and use three of the following: upper case letter, lower case letter, number, special character. A manifest must be included with the e-mail that lists the types of files being sent (a copy of the manifest must be retained by the sender).

Hard copy files and media containing PII must be

- sent via a shipping method that can be tracked with signature required upon delivery
- double packaged in packaging that is approved by the shipping agent (FedEx, DHL, UPS, USPS)
- labeled with both the "To" and "From" addresses on both the inner and outer packages
- identified by a manifest included in the inner package that lists the types of files in the shipment (a copy of the manifest must be retained by the sender)

PII data cannot be sent via fax

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only: No Insurance Coverage Provided)

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OFFICIAL USE

Postage	\$
Certified Fee	

Postmark

Dr Yemeng Chen
New York College of Traditional Chinese
Medicine
155 First Street
Mineola NY 11501-4005

Street, P.O. Box
or PO Box No.
City State, ZIP+4

PS Form 3800, June 2002

See Reverse for Instructions

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