



Bergen Blended Academy

A Proud Tradition of Excellence

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School Catalog & Student Handbook



Volume I

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Contents

OUR MISSION	1
OUR CORE VALUES.....	1
Director’s Message	2
History	3
Accreditation and Approvals	4
Location and Facility	5
Administrators and Staff.....	6
School Calendar	6
School Holidays 2026	6
Class Schedules.....	7
Program Starting Dates (subject to changes)	7
Registration Requirements.....	7
School Policies	8
Entrance Requirements.....	8
Ratio	8
Attendance Requirements	8
Leave of Absence	9
Class Cuts	9
Make-up Work.....	9
Tardiness.....	10
Health & Safety Policy and Procedures	11
Code of Conduct	13
Conditions for Dismissal	13
Re-entry Policy.....	14
Information Technology Resources	15
Student Complaint/Appeal Process.....	15
Grading System	16
Grading Policy	17
Probation for Below Average Grades.....	17
Graduation Requirements.....	18

Student Evaluation Techniques.....	18
Withdrawing from School	18
Student Records.....	19
Refund Policy.....	20
Reimbursement Scale.....	21
Tuition and Additional Costs.....	21
GI Bill® Trademark Policy	21
Grants, Student Loans and Scholarships.....	22
Credit Disclaimer Statement.....	22
Prior Training Evaluation	22
Student Records and Privacy	23
Important Information.....	23
Programs and Hours.....	23
Programs Offered at Bergen Blended Academy.....	24
Administrative Assistant 380 hours	24
Computerized Accounting & QuickBooks Online Certificate Program 400 hours	25
Medical Billing/Coding Specialist 450 hours.....	26
Medical Administrative Assistant 450 hours	26
CompTIA A+ 240 hours	26
Web Designing and Programming 240 hours.....	26
Salesforce – Cloud CRM 240 hours	27
Data Analysis – Tableau and Power BI 240 hours	27
Cisco Network Technician 450 hours.....	27
Graphic Design 180 hours.....	27
Entrepreneurship & Small Business 300 hours.....	28
Cybersecurity with AI 240 hours	28
Lean Six Sigma Yellow Belt 240 hours	28
SAP S/4HANA 240 hours	28
Oracle NetSuite ERP 240 hours	28
Network Engineering Specialist 12 months.....	29
C++ 60 Hours.....	29

DevOps 240 Hours.....	29
Java 120 Hours.....	30
Microsoft Azure 120 Hours.....	30
PMP 300 Hours	30
Python 60 Hours	30
SQL 80 Hours	31
AWS 160 Hours	31
Career Assistance to Students.....	32
Personal Counseling	32
Students with Disabilities.....	32
Career Preparation	32
Employment Preparation	32
Student Placement	32
Part-Time Placement	32
PARTNERSHIPS	34



OUR MISSION

Bergen Blended Academy exists to provide training to students and later help them find training related employment. We take a unique and holistic approach to teaching that helps students connect with the subject matter they need to master. Through personalized and focused teaching processes, we will assist our students develop the tools they need for ongoing success in their fields of study.

Our success depends on our attention to the needs of our clients/students, and truly helping them achieve their goal of **FINDING A GREAT CAREER!**

OUR CORE VALUES

Bergen Blended Academy values an educational environment that attracts and supports a diverse student/staff community. We value excellence in education and believe that students should be challenged to their maximum abilities. We believe that this excellence can be achieved through continuous enhancement of our programs, through student empowerment, and professional development in a team-based culture. Finally, we value our partnerships with all our stakeholders...businesses, government, and our local communities!

Director's Message

Dear Students,

I would like to take this opportunity to commend each of you for your commitment to continuing your education and investing in your future. As adult learners, you balance many responsibilities—work, family, and personal obligations—while pursuing your vocational training. Your determination and perseverance are truly inspiring.

The skills and knowledge you are developing will open new opportunities for career advancement, personal growth, and financial stability. Every class attended, assignment completed, and skill mastered brings you one step closer to achieving your goals.

There may be challenges along the way, but I encourage you to remain focused and resilient. Remember that success is built through consistent effort, dedication, and a willingness to learn. Our faculty and staff are here to support you throughout your educational journey.

Take pride in your progress, support your fellow students, and continue striving for excellence. Your decision to return to school demonstrates courage, ambition, and a commitment to building a brighter future.

I wish you continued success in your studies and look forward to celebrating your achievements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kumar Subramanian', with a stylized, flowing script.

Kumar Subramanian

School Director

History

Bergen Blended Academy, a privately owned vocational Institution in Hasbrouck Heights, New Jersey, was founded in 2008, to offer area residents affordable and personalized instruction in marketable technological skills. Our school primarily caters to the adult population in our area.

In-line with our mission, **Bergen Blended Academy** specializes in offering our students employable skills and accordingly offers certificate programs in the areas of office technology, computerized accounting, medical office management, medical billing & coding, web designing & programming, and A + computer technician technology. The school is also in the process of getting approval for healthcare related programs from the NJ Department of Education.

Upon completion of their programs, our students are assisted in finding training related employment. The school has also established partnerships with local healthcare facilities, to provide students in our health-related fields, with externships, to provide them short practical experiences in their field of study.

The institution is approved and licensed by the NJ Department of Labor and Workforce Development and the NJ Department of Education. The school is also aligned with the NJ Department of Vocational Rehabilitation, the Department of Veteran Affairs, local One Stop career Centers and other state agencies.

Bergen Blended Academy is Accredited by the **Middle States Association of Colleges and Schools**.

As the trend for the need of a tech savvy workforce continues and escalates, the need for quality affordable education in this area becomes crucial. As such, **Bergen Blended Academy** provides the vital services and first steps of educating a population of individuals to become tech savvy, to afford them the chance to become competitive, and to empower them to seek opportunities to better enrich their lives, the lives of their families, and their communities.

Accreditation and Approvals

Bergen Blended Academy is an Accredited Vocational School. We are also a privately owned vocational school approved and licensed by the NJ Department of Labor and Workforce Development and the NJ Department of Education. Questions about the institution's approval and/or licensure status may be directed to the following agencies:

NJ Dept. of Labor and Workforce Development

1 John Fitch Plaza Trenton, NJ 08611

(609) 292-7060

<https://www.nj.gov/labor/>

New Jersey Department of Education

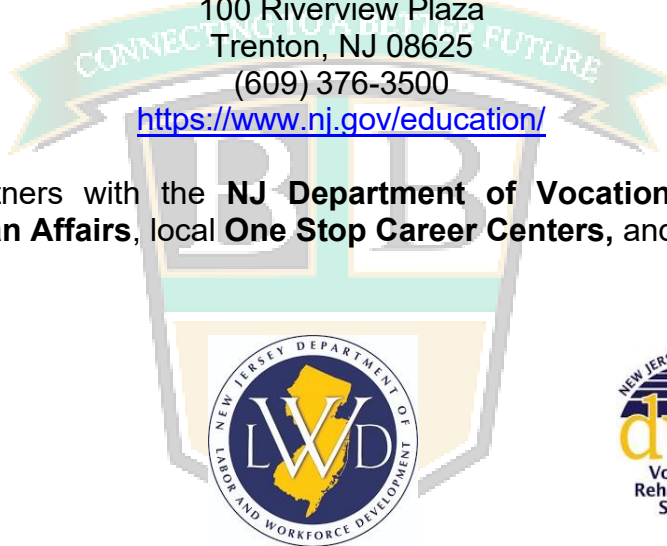
100 Riverview Plaza

Trenton, NJ 08625

(609) 376-3500

<https://www.nj.gov/education/>

The school also partners with the **NJ Department of Vocational Rehabilitation**, the **Department of Veteran Affairs**, local **One Stop Career Centers**, and other state agencies.



BERGEN BLENDED ACADEMY



Middle States
Accreditation



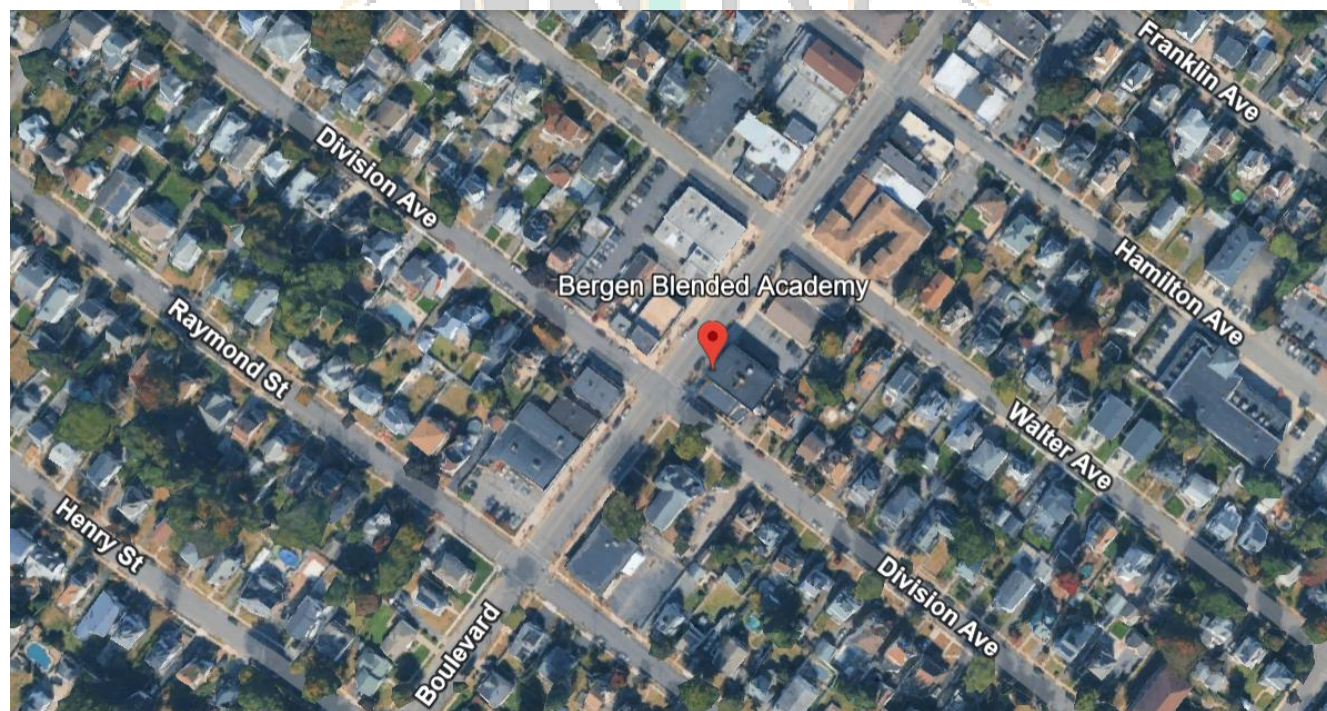
Location and Facility

Bergen Blended Academy is in Bergen County, at 174 Boulevard in Hasbrouck Heights, New Jersey. Hasbrouck Heights is situated approximately 3.5 miles from Hackensack, New Jersey which is Bergen County's County seat. It is also approximately 12 miles away from New York City.

Hasbrouck Heights is a picturesque town, which offers its residents a dense suburban feel. Hasbrouck Heights has been rated as one of the top 50 safest towns in New Jersey.

Our facilities, which consists of administrative offices and classrooms on one floor, offer a comfortable and personalized learning environment. The school has plans for expansion in the future.

Bergen Blended Academy is in proximity, and readily accessible from many major highways and local county roads. Many of our students, have also commuted using the convenience of the local mass transit system, which conveniently stops almost directly in front of the school.



Administrators and Staff

Administrators

School Director/President
Assistant School Director

Kumar Subramanian
Poonam Shivkumar

Instructional Staff

Business and Accounting
IT - Data Security
IT - Salesforce CRM
Medical Billing & Coding
Web Designing & Programming
MS Office Programs
Student Services

Kumar Subramanian
Varun Shivkumar
Swati Shivkumar
Annie Rashduni
Ron Barone
Annie Rashduni
Darwin Urgiles

Counseling and Placement

Mr. Kumar Subramanian

Attendance Staff

Attendance staff is available Monday through Friday from 8.30 am to 5.00 pm.

School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated in your contract.

SCHOOL HOLIDAYS 2026

New Year's Day	Jan 1, 2026
Martin Luther King Day	Jan 19, 2026
President's Day	Feb 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day (Observed)	July 6, 2026
Labor Day	Sep 7, 2026
Columbus Day	Oct 12, 2026
Veteran's Day	Nov 11, 2026
Thanksgiving Day	Nov 26, 2026
Christmas Day	Dec 25, 2026

Class Schedules

The total hours of each program vary and are dependent upon the curriculum. School Business hours are from 8.00 am until 6.00 pm Monday through Friday. The school is closed on Saturday and Sunday.

- Day Classes are held Monday thru Friday from 9.00 am to 2.00 pm.
- Evening Classes are held Monday through Thursday from 5.00 pm to 8.00 pm.
- Make-up sessions are scheduled for Fridays.

Program Starting Dates (subject to changes)

January 6th – Winter Term
July 1st – Summer Term

April 1st – Spring Term
October 6th – Fall Term

Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting financial assistance will need to register one month (20 business days) prior to the start of classes. Students must register in person with the Student Service Officer (SSO). Please bring the following with you:

- Identification (current driver's license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (we accept cash, personal checks, and all major credit cards.)
- Students referred by the One Stop Agencies will need to bring a copy of their tuition approval.

School Policies

Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
 - A. Ninth (9th) grade reading, and math level as measured by the Tests of Adult Basic Education (TABE), or another test approved by the USDOE.
 - B. An interview with the Student Services Officer (SSO) Officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

Ratio

Our teacher student ratio is 1:6

Attendance Requirements

Bergen Blended Academy records daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for minimum 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the School Director (SD) with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program must request an official leave of absence from the School Director (SD).

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the Students Services Officer (SSO) in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate, the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the Student Services Officer (SSO) before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made up to meet the minimal attendance and graduation requirements. Students will need to meet with the Student Services Officer (SSO) before returning to class.

Make-up Work

For students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences, or a leave of absence need to be made up. The student must makeup missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the School Director (SD) for a change in completion date and may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at **Bergen Blended Academy**. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late.
- 16 to 30 minutes late will be counted as 30 minutes late.
- 31 to 60 minutes late will be counted as 1 hour late.

It is the responsibility of the student to make up for missed assignments. **Bergen Blended Academy** encourages students to plan to arrive at the school at least 10 minutes before the start of class.



Health & Safety Policy and Procedures

The personal safety and health of each employee and student of **Bergen Blended Academy** is of primary importance. The administrator of **Bergen Blended Academy** recognizes the importance of safety and is committed to providing and maintaining a safe and healthy workplace for all employees, students, and visitors. We will achieve this, during the beginning of 2022, through:

- Continuing to make health and safety a key part of our role.
- Working with our employees to improve the health and safety system at our school, and developing and updating health, safety and wellness policies as deemed necessary.
- Having emergency, crisis, and evacuation plans and procedures in place.
- Conducting drills, and training of all employees and staff with regards to the school's emergency, crisis, and evacuation plans and procedures, and maintaining records of such training.
- Doing everything reasonably possible to remove or reduce the risk of injury or illness.
- Making sure all incidents, and injuries are properly recorded.
- Investigating incidents and reducing the likelihood of them happening again.

Additionally, all employees and staff members will be encouraged to play a vital and responsible role in maintaining a safe and healthy environment, by:

- Being involved in improving health and safety systems at work.
- Following all instructions, rules, procedures, and safe ways of working.
- Reporting any pain or discomfort incurred by them or any student as soon as possible.
- Helping new employees, staff members, students and visitors to the workplace understand the safety procedures and why they exist.
- Reporting any health and safety concerns or issues through the reporting system.
- Keeping the workplace tidy to minimize the risk of any trips and falls.
- Encouraging all others in the workplace, including students and visitors, to follow all established instructions, rules, and procedures while on the school grounds.

Bergen Blended Academy has an established policy, with regards to the immediate reporting of all injuries, accidents, or health related incidents, of any staff member, employee, or student, to the school administrator, and the appropriate emergency personnel or first responders, to secure prompt treatment and/or relief for the injured or ill party.

Additionally, special attention is given to students with special needs. Most classes for special needs students are individualized. They are either one-on one, or do not contain more than three students. Accordingly, instructors are better able to meet the students' needs, and are knowledgeable as to whom to contact in any medical emergency.

The school maintains records regarding contact information, for staff members' or students' next of kin, and/or guardian, if such contact should be warranted.

An incident report, documenting the incident, is also prepared, and saved in the school records and/or the student's files, if the incident which occurred was related to a student.

Bergen Blended Academy has an established Health, Safety, and Wellness Policy.

The school has taken the necessary precautions to prevent spreading of communicable diseases, such as COVID-19, or any of its variants by putting into action new procedures, protocols, and policies, as recommended by the CDC. All students, instructors, staff members, and visitors, are advised to practice social distancing rules and use face coverings, when necessary and/or required. Additionally, sanitizers, sanitizing wipes, and antibacterial soaps are readily available for use by all.

Additionally, students and staff are required to report any symptoms of possible illness, including, but not limited to fever of 100.4 degrees Fahrenheit or higher, dry cough and/or sore throat, shortness of breath, chills and muscle aches, and loss of taste or smell.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Bergen Blended Academy has an established Visitor's policy. All visitors to the school must enter through the school's main office entrance, where they are promptly greeted by the school's receptionist. Visitors to the school must be escorted by a school employee or staff member, at all times, and are not permitted to wander on school premises on their own. Additionally, all visitors must adhere to the school's Health, Safety, and Wellness Policy.

Bergen Blended Academy undergoes routine Safety Inspections. The school is regularly visited by the Fire Inspector who checks the fire and safety equipment for its validity of use.

Bergen Blended Academy has a very convenient and safe exit strategy. Points of egress and ingress are marked by prominently placed signs. Additionally, the school is located on the first floor, has easy street access, and the entrance is easily accessible to EMT and Fire Trucks, in the case of an emergency.

BERGEN BLENDED ACADEMY

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Conditions for Dismissal

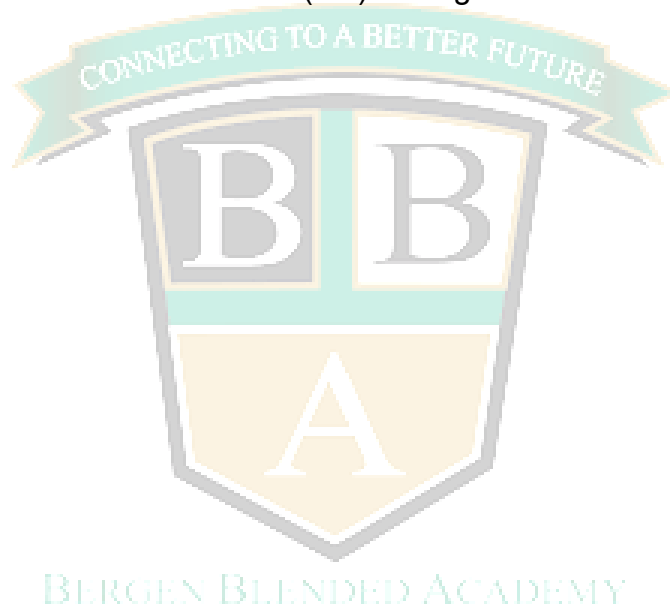
Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time.
3. Not maintaining the minimum Grade Point Average (GPA).
4. Not meeting financial responsibilities to the school.

The School Director (SD) will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students who have been dismissed from the school and are requesting re-entry must put the request in writing to the School Director (SD). In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum Grade Point Average (GPA), it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final, and the student will receive a letter within five business days from the School Director (SD) stating the decision of the panel.



Information Technology Resources

The use of computers and network services is a privilege enjoyed by students of **Bergen Blended Academy**. Students are expected to be diligent with their use and all privileges, and these privileges carry with it, responsibilities. The use of the BBA computer network should not be in support of any illegal purposes, any obscene or pornographic purposes, retrieving or viewing of any sexually explicit material, use of profanity, obscenity, or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or against people with disabilities. Please do not forward personal communications without its owner's prior consent. Intentional disruption of the use of the BBA network, or use of any process, program, or tool to ascertain passwords or engaging in "hacking" of any kind is strictly prohibited. All computers will be installed with Anti-Virus and Anti-Malware software, and they must not be disabled.

Student Complaint/Appeal Process

Grievance Policy or who would like to appeal a dismissal must request in writing an appointment for an interview with the School Director (SD). The written request should include the following information:

1. Student's full name, last four digits of their social security number, and current address.
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student.
4. Three dates in which the student would be available for a meeting with the School Director (SD) and/or appeal panel. These dates should be within 10 business days of the complaint.

The School Director (SD) will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school, the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

Grading System

Grading at **Bergen Blended Academy** is based on the student's daily performance in the classroom, class projects, class participation and attendance, assignments, and exams. The grading evaluations are as follows:

Letter Grade	Grade Point Average	Percentage Equivalent	Indicated Work Quality
A	4.0	90-100	Excellent
B	3.0	80-89	Good
C	2.0	70-79	Average
D	1.0	60-69	Below Average
F	0.0	59-Below	Failure
INC-WD	0.0	N/A	Incomplete – Withdraw
WD-EMP	0.0	N/A	Withdraw - Employment

BERGEN BLENDED ACADEMY

Grading Policy

Grades appearing on student transcripts may be interpreted as follows:

Grades	Interpretation
A	Indicates learning at the highest level. The student not only has demonstrated knowledge and understanding of the material but has also demonstrated the ability to analyze, synthesize, and evaluate the material with breadth and depth of understanding.
B	The student not only has demonstrated knowledge and understanding of the material, but also applies the material. The student will be able, on occasion, to demonstrate an ability to analyze, synthesize, and evaluate the material.
C	The student has demonstrated a basic knowledge and understanding of the material and some ability to apply it.
D	The student has demonstrated limited knowledge and understanding of the material and is not able to apply much of it.
F	The student has not demonstrated an acceptable knowledge or understanding of the material, and therefore is not able to apply it. Students earning an F in any required course must repeat that course satisfactorily prior to graduation.
INC-WD	Students who withdraw and are passing the program or are not meeting the minimum grade point average will be given an INC-WD (incomplete-withdraw).
WD-EMP	Students who withdraw due to acceptance of employment will be given a WD-EMP (withdraw employment).

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Graduation Requirements

BBA programs provide courses of study leading to passing industry certification exams.

To graduate and obtain a Certificate of Completion, a student must complete the school's requirements and score an aggregate of 75% in class tests and the final exams. Students must also attend classes regularly and maintain a minimum 80% attendance in class to successfully graduate from school.

In addition to course requirements, the following are required for graduation:

1. An overall cumulative GPA of 2.0 on a 4.0 scale is required.
2. Students must successfully complete all class-mandated assessments to be eligible for a Certification of Completion. Upon request, a certificate of completion may be issued to students who successfully complete course requirements but do not pass the required assessments or earn a 2.0 cumulative GPA.
3. All financial obligations to the school must be satisfied.

Student Evaluation Techniques

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should plan for additional practice, independent study, or tutoring. Tests will be based on cognitive and experiential learning, with the experiential learning skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the School Director (SD). This document must contain the student's name, social security number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records
4. Placement data
5. The *Enrollment Agreement*
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training.
8. Records of meetings, appeals, disciplinary actions and dismissals.
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)

Student records are maintained by the School Director (SD) and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

BERGEN BLENDED ACADEMY

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the Student Services Officer (SSO) or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school, or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

Reimbursement Scale

If withdrawal or cancellation occurs:

The School Will Retain

During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25% of the course	45% of the tuition
After 25% but not more than 50% of the course has been attended	70% of the tuition
After completion of more than 50% of the course	100% of the tuition

A student who has a student loan and withdraws from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files.

Bergen Blended Academy encourages the development of good business practices from their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the School Director (SD) must be the same date as on the letter to the loan institution.

Tuition and Additional Costs

Tuition (based on class hours) Administrative Fee (non-refundable) Textbooks and workbooks
Supplies and materials. Parking (optional)
Private Tutoring (optional)

The administrative fee is non-refundable. Additional costs are due on the first day of class. Private tutoring can be paid on an hourly basis. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

GI Bill® Trademark Policy

VA reserves the right to bring action against any party that violates VA's terms-of-use concerning the mark in Federal court. Suspected violations must be reported by email to GI-Bill.Trademark@va.gov with the following information:

Grants, Student Loans and Scholarships

Bergen Blended Academy does not award grants or scholarships currently. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining private student loans.

Note: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. **Bergen Blended Academy** will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at **Bergen Blended Academy**. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Credit Disclaimer Statement

Bergen Blended Academy does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. **Bergen Blended Academy** is not approved to offer college credits. **Bergen Blended Academy** is a state approved private vocational school.

Prior Training Evaluation

Although the school does not offer college credits, new enrollees with prior training in their course at BBA will be offered a suitable credit in their course work at **Bergen Blended Academy**.

The decision on evaluation of course credit will be at the discretion of the School Director (SD). The following process dictates the process:

A: Prior training should be in the form of exact course certification **OR**,

B: In lieu of certification, students could have minimum 1 year of actual work experience in the specified area of work.

Student Records and Privacy

The school will not release any student's personal and school records without the written permission of the student. These records include but not limited to: Transcripts, Grades, personal information, employment information, health information.

The School Director will discuss the request for student records with the individual student before releasing the record to the requested entity.

Important Information

"In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so may exclude the student from any available form of assistance. The contact number is 609-292-4287."

Programs and Hours

Programs	Program Hours
Administrative Assistant	380
Computerized Accounting	400
Medical Billing and Coding Specialist	450
Medical Administrative Assistant	450
A + Computer Technician	240
Web Designing and Programming	240
Data Analysis (Power BI and Tableau)	240
Salesforce – Cloud CRM	240
Cisco Certified Technician	450
Graphic Design	180
Cybersecurity with AI	240
Entrepreneurship & Small Business	300
Lean Six Sigma Yellow Belt	240
SAP S/4HANA	240
Oracle NetSuite ERP	240
Network Engineering Specialist	12 Months
C++	60
DevOps	240
Java	120
Microsoft Azure	120
PMP	300
Python	60
SQL	80
AWS	160

Programs Offered at Bergen Blended Academy

Administrative Assistant | 380 hours

This course provides comprehensive training in Microsoft Office 2021 and Microsoft 365 applications. The curriculum includes the following modules:

- **Word 2021:** This module introduces students to the core functions and features of Microsoft Word 2021. Participants will learn how to create, edit, save, and manage documents efficiently. Topics include text formatting, document layout, tables, headers and footers, proofreading tools, printing, and the insertion of graphics and other visual elements to create professional-quality documents.
- **Excel 2021:** This module covers the fundamental functions and features of Microsoft Excel 2021. Students will become familiar with spreadsheet terminology, workbook navigation, and Excel's interface. Instruction includes entering and editing data, formulas, functions, and images; managing worksheets and workbooks; working with ranges, rows, and columns; using absolute and relative cell references; applying formatting techniques; creating charts; and preparing worksheets for printing. Students will also learn strategies for organizing and managing large datasets.
- **PowerPoint 2021:** This module focuses on the essential features of Microsoft PowerPoint 2021. Students will learn to create engaging presentations using text, images, WordArt, tables, charts, diagrams, and other visual elements. The course also covers slide design, content formatting, presentation organization, and the application of transitions and visual effects.
- **SharePoint 2021:** This module introduces the fundamental functions and capabilities of Microsoft SharePoint, Microsoft's web-based collaboration and document management platform. Students will learn how organizations use SharePoint to create secure, centralized environments for storing, organizing, sharing, and accessing information. Topics include document collaboration, content management, team sites, permissions, and accessing resources securely through a web browser from any device.
- **Outlook 2021:** This module covers the core features and functionality of Microsoft Outlook 2021. Students will learn how to create and manage email accounts, compose and organize email communications, manage contacts, schedule meetings, track tasks, and coordinate calendars. The course also explores customization options that enhance productivity and streamline workflow management.

This course is aligned with the Microsoft Office Specialist (MOS) certification objectives and prepares students for industry-recognized Microsoft Office certification exams.

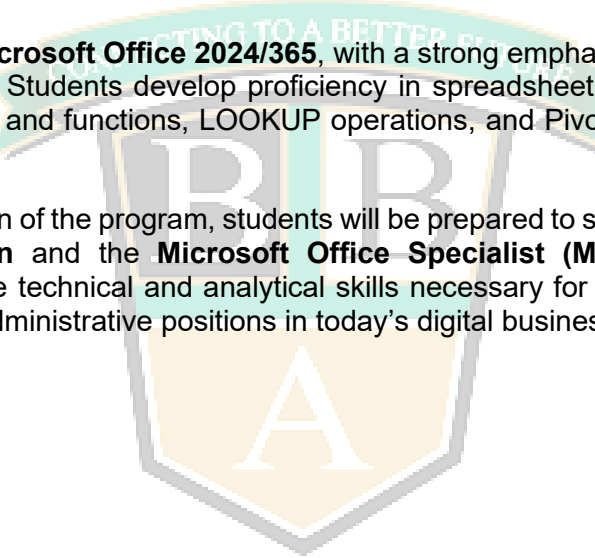
Computerized Accounting & QuickBooks Online Certificate **Program | 400 hours**

The Computerized Accounting Program provides students with a comprehensive foundation in accounting principles and the digital tools used in modern financial recordkeeping. The curriculum begins with an introduction to core accounting concepts, including the accounting cycle, double-entry bookkeeping, debits and credits, financial statements, accrual vs. cash-basis accounting, and the structure of journal and ledger systems.

Building on this foundation, students receive extensive training in **QuickBooks Online**, including company setup, Chart of Accounts configuration, invoicing, accounts receivable and payable, expense tracking, bank feeds, reconciliations, payroll, inventory management, budgeting, and financial reporting. Students also learn to interpret transaction journals and general ledger activity within the software environment.

The program integrates **Microsoft Office 2024/365**, with a strong emphasis on Excel for financial data organization and analysis. Students develop proficiency in spreadsheet creation, financial statement preparation, core formulas and functions, LOOKUP operations, and PivotTables for summarizing and analyzing large datasets.

Upon successful completion of the program, students will be prepared to sit for the **QuickBooks Online Certification Examination** and the **Microsoft Office Specialist (MOS) Certification** in Excel. Graduates will possess the technical and analytical skills necessary for employment in bookkeeping, accounting support, and administrative positions in today's digital business environment.



BERGEN BLENDED ACADEMY

Medical Billing/Coding Specialist | 450 hours

This course is designed to assist students pursuing health-related careers who need to communicate effectively with physicians, dentists, and other medical professionals. Knowledge of anatomy, physiology, and pharmacology is required. The course covers the following modules:

- Medical Terminology, Medical Billing Fundamentals, Coding I & II, Ethical and Legal Procedures in the Medical Office, Computers in the Medical Office, Career Readiness, Interview Skills, Resume Preparation, Job Search Assistance, and Certification.

Medical Administrative Assistant | 450 hours

This course provides students with two medical certifications required by the Department of Labor. Students receive a comprehensive overview of electronic health records management and essential medical office skills. The course equips students with the foundational knowledge needed to use health information systems software, maintain patient health records, and perform Microsoft Office tasks using Word and Excel. Upon completion, students will understand the fundamental principles of electronic health records management. Through hands-on training with medical records software systems, students will apply their knowledge in a real-world medical office environment.

CompTIA A+ | 240 hours

Students learn about computer hardware, installation, configuration, and operating system management. They also gain an understanding of networking fundamentals and Internet concepts. CompTIA A+ is the only industry-recognized credential with performance-based testing that validates critical IT support skills. Trusted by employers worldwide, it identifies professionals qualified for endpoint management and technical support roles. CompTIA A+ appears in more technical support job listings than any other IT credential.

Web Designing and Programming | 240 hours

This course introduces students to the conceptual and technical aspects of website development. No prior experience in programming, web design, or graphic design is required. Topics include eXtensible Hypertext Markup Language (XHTML), Cascading Style Sheets (CSS), introductory server-side programming with PHP, and basic graphic design techniques using Adobe Photoshop. The course also covers web design principles, usability, user testing, and other concepts that support effective website development. WordPress is a free and widely used content management system (CMS) that simplifies website content updates and maintenance. It is commonly used to create and manage websites and blogs.

Salesforce – Cloud CRM | 240 hours

This course includes an introduction to Salesforce Cloud and covers core Salesforce concepts. It is designed for beginners, administrators, and developers interested in building a career in Salesforce. Students will learn about Salesforce, the world's leading cloud-based CRM platform, and gain an understanding of cloud computing, including the delivery of services such as storage, servers, databases, software, networking, analytics, and artificial intelligence over the internet. The course also explores cloud deployment models, including Public Cloud (e.g., Salesforce, AWS, and Microsoft Azure), Private Cloud, and Hybrid Cloud environments.

Data Analysis – Tableau and Power BI | 240 hours

Power BI: Data analysis and the discovery of meaningful insights are no longer limited to dedicated data analysts. With advances in data storage, computing power, and business intelligence tools, professionals across many industries can analyze data, identify trends, and create visual reports. In this course, students will learn the fundamentals of data analysis and visualization for business intelligence (BI), including how to perform self-service BI using Microsoft Power BI and connect to various data sources.

Tableau Fundamentals: Tableau is a powerful data visualization tool that helps users explore, analyze, and communicate insights effectively. Before creating visualizations, students will learn the fundamentals of Tableau, including its purpose, features, and user interface. The course introduces data visualization, exploration, and analysis techniques using Tableau.

Cisco Network Technician | 450 hours

Cisco Certified Technicians possess the skills required to diagnose, restore, repair, and replace critical Cisco networking and system devices at customer sites. Technicians work closely with the Cisco Technical Assistance Center (TAC) to resolve support incidents quickly and efficiently. Cisco-authorized training is available online and can be completed in short sessions, allowing technicians to remain productive in the field. The Cisco Certified Technician (CCT) certification is offered across multiple technology tracks, providing opportunities to expand technical expertise and career growth.

Graphic Design | 180 hours

This course introduces students to the fundamentals of visual communication, including layout, typography, color theory, and branding. Through hands-on projects and software training, students will develop practical skills using industry-standard tools such as Adobe Photoshop, Illustrator, and InDesign. The course emphasizes creative problem-solving, design principles, and portfolio development to prepare students for real-world graphic design challenges.

Entrepreneurship & Small Business | 300 hours

This course provides a comprehensive introduction to entrepreneurship and the fundamentals of launching and managing a small business. Students will explore key topics such as business planning, marketing strategies, financial management, and legal considerations. Through real-world case studies and practical assignments, participants will develop the skills and confidence needed to transform business ideas into successful ventures and navigate the challenges of entrepreneurship.

Cybersecurity with AI | 240 hours

This course combines cybersecurity principles with the power of artificial intelligence to address today's evolving security challenges. Students will learn how AI technologies, including machine learning and data analytics, are used to detect, prevent, and respond to cyber threats. Topics include threat analysis, risk management, AI-driven security tools, and ethical considerations. Through hands-on labs and real-world scenarios, students will gain the skills needed to protect digital infrastructures in an increasingly AI-driven world.

Lean Six Sigma Yellow Belt | 240 hours

This course introduces students to the foundational concepts of Lean Six Sigma, with a focus on process improvement and operational efficiency. Participants will learn essential tools and techniques for identifying waste, optimizing workflows, and solving problems using data-driven methods. The Yellow Belt certification is ideal for beginners and provides a solid understanding of the DMAIC (Define, Measure, Analyze, Improve, Control) framework. Upon completion, students will be prepared to support continuous improvement initiatives within their organizations.

SAP S/4HANA | 240 hours

As part of our commitment to preparing students for the future of business and technology, we are proud to offer a course on SAP S/4HANA, the next-generation ERP system transforming global business operations. Built on the SAP HANA in-memory database, the platform enables real-time analytics, streamlined business processes, and intelligent decision-making powered by AI and machine learning. Whether pursuing a career in business, IT, or digital transformation, students will gain hands-on experience with a system used by leading organizations worldwide.

Oracle NetSuite ERP | 240 hours

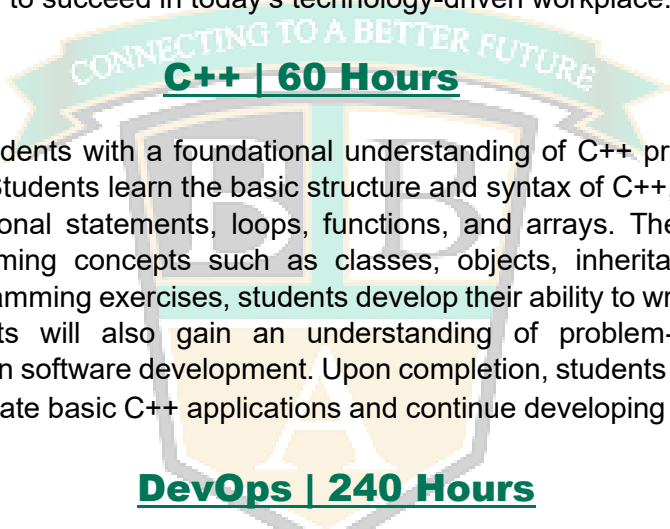
This course introduces students to Oracle NetSuite, the world's leading cloud-based Enterprise Resource Planning (ERP) solution. Students will learn how organizations manage finances, operations, customer relationships, and supply chains within a fully integrated, real-time environment. With NetSuite widely adopted across industries, participants will gain practical experience using a platform that supports both fast-growing businesses and global enterprises. This course is ideal for individuals interested in business, accounting, or technology and how digital solutions drive organizational success.

Network Engineering Specialist | 12 months

This program provides a comprehensive curriculum designed to equip students with the essential skills needed for success in the rapidly evolving fields of IT and network management. Through a combination of classroom instruction and hands-on training, students gain practical experience in:

- Networking fundamentals and infrastructure management
- Microsoft Windows administration and server management
- Network security and ethical hacking concepts
- Network configuration, troubleshooting, and maintenance
- Securing and managing complex IT environments

The program also prepares students for industry-recognized certifications, helping them develop the technical knowledge and professional credentials valued by employers. Whether pursuing a career in network support, systems administration, or network engineering, students will gain the skills and real-world experience needed to succeed in today's technology-driven workplace.



C++ | 60 Hours

This course provides students with a foundational understanding of C++ programming and software development concepts. Students learn the basic structure and syntax of C++, including variables, data types, operators, conditional statements, loops, functions, and arrays. The course also introduces object-oriented programming concepts such as classes, objects, inheritance, and encapsulation. Through hands-on programming exercises, students develop their ability to write, test, and troubleshoot C++ programs. Students will also gain an understanding of problem-solving techniques and programming logic used in software development. Upon completion, students will have the foundational knowledge needed to create basic C++ applications and continue developing their programming skills.

DevOps | 240 Hours

This course provides students with a comprehensive introduction to DevOps practices and tools used in modern software development and IT environments. Students learn about the principles of continuous integration, continuous delivery, automation, version control, and collaboration between development and operations teams. The course introduces tools and technologies commonly used in DevOps environments, including Git, Linux, containers, Docker, and CI/CD platforms. Students also learn basic concepts related to cloud environments, infrastructure, monitoring, and deployment. Through hands-on exercises, students practice managing code, automating processes, and deploying applications. Upon completion, students will understand the fundamental principles of DevOps and how these practices are used to improve software development and IT operations.

Java | 120 Hours

This course provides students with a foundational understanding of Java programming and application development. Students learn the basic structure and syntax of Java, including variables, data types, operators, conditional statements, loops, arrays, and methods. The course also introduces object-oriented programming concepts such as classes, objects, inheritance, polymorphism, and encapsulation. Students practice writing, testing, and troubleshooting Java programs through hands-on programming exercises. The course also introduces basic concepts related to application development and problem-solving using Java. Upon completion, students will have the foundational knowledge needed to create basic Java applications and continue developing their programming and software development skills.

Microsoft Azure | 120 Hours

This course provides students with a foundational understanding of Microsoft Azure and cloud computing concepts. Students learn about Azure services used to manage computing resources, storage, networking, databases, security, and applications in the cloud. The course introduces students to the Azure portal and basic cloud management practices, including creating and managing resources and understanding cloud-based solutions. Students also learn about identity management, security, monitoring, and basic cloud architecture. Through hands-on exercises, students gain experience working with Azure services and understanding how organizations use cloud technology. Upon completion, students will understand the fundamentals of Microsoft Azure and have the foundational knowledge needed to continue developing their cloud computing skills.

PMP | 300 Hours

This course provides students with a comprehensive overview of project management principles and practices used to plan, organize, and manage projects. Students learn about project planning, scheduling, budgeting, risk management, quality management, communication, and resource management. The course introduces key project management concepts, terminology, processes, and tools used across different industries. Students also learn how to manage project teams, identify project risks, monitor progress, and complete projects successfully. Through practical exercises and project management scenarios, students apply these concepts to real-world situations. Upon completion, students will have a strong foundational understanding of project management practices and be prepared to continue their professional development in project management, including preparation for the PMP certification examination.

Python | 60 Hours

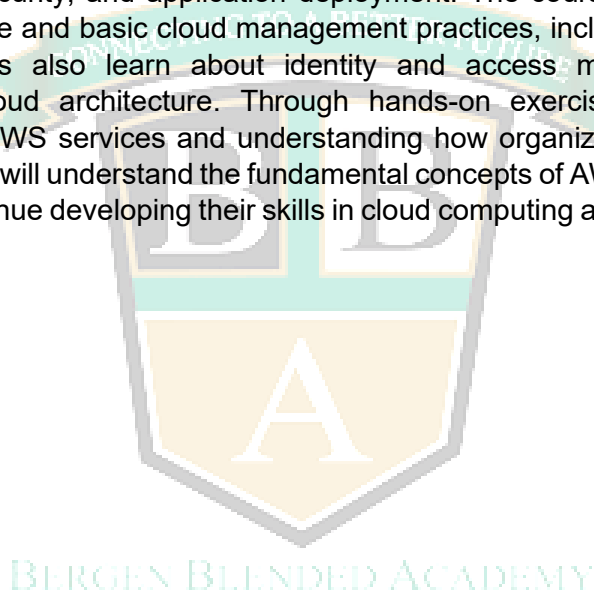
This course provides students with an understanding of Python programming and basic software development concepts. Students learn Python syntax and fundamental programming concepts, including variables, data types, operators, conditional statements, loops, functions, and lists. The course also introduces basic problem-solving and programming logic techniques used to create simple applications and automate tasks. Through hands-on exercises, students practice writing, testing, and troubleshooting Python programs. Students will also gain an understanding of how Python can be used in areas such as data analysis, automation, and general software development. Upon completion, students will have the foundational knowledge needed to create basic Python programs.

SQL | 80 Hours

This course provides students with a foundational understanding of SQL and relational database management. Students learn how databases are organized and how SQL is used to store, retrieve, update, and manage data. The course introduces fundamental SQL commands, including SELECT, INSERT, UPDATE, and DELETE, as well as filtering, sorting, grouping, and joining data from multiple tables. Students also learn basic database concepts such as tables, records, fields, keys, and relationships. Through hands-on exercises, students practice writing SQL queries and working with structured data. Upon completion, students will have the foundational knowledge needed to interact with relational databases and use SQL for basic data management and analysis tasks.

AWS | 160 Hours

This course provides students with a foundational understanding of Amazon Web Services and cloud computing concepts. Students learn about commonly used AWS services for computing, storage, networking, databases, security, and application deployment. The course introduces students to the AWS Management Console and basic cloud management practices, including creating and managing cloud resources. Students also learn about identity and access management, cloud security, monitoring, and basic cloud architecture. Through hands-on exercises, students gain practical experience working with AWS services and understanding how organizations use cloud technology. Upon completion, students will understand the fundamental concepts of AWS and have the foundational knowledge needed to continue developing their skills in cloud computing and cloud-based technologies.



Career Assistance to Students

Personal Counseling

The Director and Faculty provide personal counseling for all BBA students. Students who would like the assistance of a trained counselor should contact the School Director for information on how to make an appointment.

Students with Disabilities

Bergen Blended Academy does not discriminate on the basis of disability in admission or access to its programs and activities. Students needing accommodation are urged to communicate directly with the School Director to determine how the school can best help them to attain their educational goals.

Career Preparation

Counseling and placement assistance is available to all BBA students and graduates through a variety of innovative programs. At a point in their training, students participate in an employment preparation course and other activities designed to smooth the transition from education to employment.

Employment Preparation

This course may be conducted in either a classroom or a workshop environment. It covers job-seeking and job-keeping activities and techniques such as identification of individual skills, meeting employers' expectations, interview preparation and presentation, and identification of potential employment opportunities in business and industry.

Student Placement

As graduation approaches, students receive job placement counseling through BBA's Career Development Office that includes personalized preparation through individual exit interviews. These exit interviews help identify available job openings in the student's field of specialization. Students are counseled on the requirements of business and industry and coached on how to conduct themselves appropriately during job interviews. Students will produce a portfolio that includes their resumes and letters of reference. They are offered helpful reference sources to assist them in locating firms and geographic areas offering employment opportunities related to their training.

Part-Time Placement

BBA's Career Development Office assists students who are seeking part-time work in order to defray a part of their expenses while attending school. Full-time employment is not recommended while attending school.

CERTIFICATION STATEMENT FOR SCHOOL CATALOG/BULLETIN

This form must be completed and attached to each school catalog/bulletin or addendum to catalogs/bulletins before submitting to the New Jersey State Approving Agency (NJ - SAA).

This form is required for the approval of all approvable or requested to be approved programs contained within.

This form must be signed and dated by an authorized official of the school.

If this form is not completed and attached to each catalog/bulletin or addendum; approval of school programs will not be authorized.

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School's Name Bergen Blended Academy

School's Phone #: 201-426-0299 School's VA Facility Code: 25002530

School's Address: 174 Boulevard

City: Hasbrouck Heights State: NJ Zip code: 07604  
~~~~~

***THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG/BULLETIN AND ADDENDUM(S)
ARE "CERTIFIED AS TRUE AND CORRECT IN CONTENT AND POLICY" IN
ACCORDANCE WITH THE CODE OF FEDERAL REGULATIONS, 21.4253(d)(1) AND
21.4254(b).***

Catalog/Bulletin & addenda are EFFECTIVE: Jan 1st, 2022
Month / Day / Year

Catalog/Bulletin & addenda ENDING DATE: Dec. 31st, 2022
Month / Day / Year

Signature of School Official: 

Date of Signature: 11/19/21
Month / Day / Year

SAA IHL-NCD-ACC 2-6
November 2021

PARTNERSHIPS

Bergen Blended Academy is a CISCO Partner



Bergen Blended Academy is a Microsoft Partner



**Bergen Blended Academy is an Authorized
*CERTIPOINT TESTING CENTER***



**Bergen Blended Academy is a
*NHA Testing Center***



**Bergen Blended Academy is a
*AMCA Testing Center***





BERGEN BLENDED ACADEMY

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