



## **METROPOLITAN LEARNING INSTITUTE**

Licensed by the New York State Education Department  
Non-Profit Educational Organization

*“ Innovative Approach Is Our Way to Success ”*

[www.gettraining.org](http://www.gettraining.org)

Main Campus:  
97-77 Queens Blvd., 9<sup>th</sup> Floor  
Rego Park, NY 11374  
Phone (718) 897-0482  
Fax (718) 897-5667

Extension:  
82-11 37th Ave., 8<sup>th</sup> Floor  
Jackson Heights, NY 11372  
Phone (718) 651-8424  
Fax (718) 651-8423

Extensjon:  
550 59<sup>th</sup> Street  
Brooklyn, NY 11220  
Phone (718) 492-2120  
Fax (718) 492-2197

### **MLI Policy on Availability of Employees to Disseminate Information**

#### ***Title 34, §668.44 Availability of employees for information dissemination purposes.***

*(a) Availability. (1) Except as provided in paragraph (b) of this section each institution shall designate an employee or group of employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining the information specified in §§668.42, 668.43, 668.45 and 668.46.*

*(2) If the institution designates one person, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours of that institution.*

*(3) If more than one person is designated, their combined work schedules must be arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours of that institution.*

Metropolitan Learning Institute has designated the Campus Director at each location, the Office Manager at each location, the Bursar Officer at each location and the Financial Aid Director to be available on a full-time basis to assist enrolled or prospective students in obtaining the information specified in §§668.42, 668.43, 668.45 and 668.46. The working schedules of these individuals overlap in such a way so that complete coverage is maintained at all times during normal business and instructional hours.