

STENOGRAPHIC INSTITUTE OF WESTERN NEW YORK
SCHOOL OF COURT REPORTING
SINCE 1971

FACULTY

Teachers:

Maria Stoelting, Director; President, Stenographic Institute of WNY, Inc.
Erin Destino, Administrator; Niagara County Grand Jury
David Salamone, Independent Freelance Reporter
Amy Fagnan, Supreme Court
Ann Sawyer, R.P.R., U.S. District Court
Suzanne Graves, DePaolo-Crosby Reporting
Laura Piccillo, Independent Freelance Reporter
Ashley Overholt, ACR, RCR, Supreme Court

Readers:

Linda Santowski, Workers' Compensation Board
Barbara O'Reilly, Principal, Key Reporting
Lynn Myers, Jack W. Hunt & Associates
Patrick McLaughlin, Independent Freelance Reporter
Danielle Rose, Unified Court System
Margaret Carney, Unified Court System
Dawn Sifers, Independent Freelance Reporter
Jolene Lamphier, Erie County Grand Jury
Mary Jo Dean, Supreme Court

English: Sabrina Vircillo-Franke, B.A., Ed.M.

Legal: Maria H. Stoelting, Esq. Niagara County District Attorney

Medical: MaryAnn Didas, R.N., B.S.

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THE SCHOOL AND COURT REPORTING

Stenographic Institute, founded in 1971, is a registered business school which specializes in all phases of court reporting by means of a stenotype writer and computer-aided transcription. The evening, diploma program leads to careers in court, freelance, hearing and convention reporting, and real-time closed captioning. The school's systems feature the latest software.

Court reporters are responsible for making a verbatim record in two main areas of reporting: Official and freelance. Official reporters are usually employed by the Office of Court Administration and work in the state's court system. Freelance reporters take a variety of hearings such as depositions and public hearings.

The transcription of the testimony taken at trials and hearings is performed by means of personal computers and CAT (computer-aided transcription) software, the electronically coded version of the testimony being downloaded from a writer. Translation of the notes may be in real time, the notes being transferred directly to a laptop computer, or via a WiFi and/or Internet connection.

FACILITIES AND EQUIPMENT

Stenographic Institute occupies approximately 2,700 square feet on the second floor at 4525 Main Street in Snyder, New York. It is not handicapped accessible. Dictation is primarily live one-, two- and three-voice, but at lower speeds tape recorders and instructional tapes are used to augment the live dictation. The school has CAT systems and writers which are used in realtime translation classes. These systems are also used in conjunction with a video interface and overhead projector for large screen demonstration of general CAT functions.

GOVERNING BODY

The school is owned and operated by Maria Stoelting.

ENROLLMENT AND ENTRANCE REQUIREMENTS

Classes are formed in March and September. A high school diploma or equivalency is required, and some form of proof of 18 years of age.

Students should have a computer with USB-A ports (may use USB-C with an adapter), Windows OS preferred due to CAT software compatibility. During the second semester, students will be required to obtain a digital recorder for use in recording in-class practice materials. Instructors will provide feedback as to which models are preferred.

Transfer students are accepted at the beginning of any month. Credit for the English, medical and legal courses in the program

may be given if the student's transcript indicates that the requirements of the school's curriculum can be met.

REGISTRATION PROCEDURE

Registration is accepted beginning in December for the March class and June for the September class. The first month's tuition, the first year fee for books and media, and the registration fee are due at the time of registration.

HOURS OF INSTRUCTION

Monday and Wednesday (advanced class) 7:00 – 9:00 p.m.
Tuesday and Thursday (beginning classes) 7:00 – 9:00 p.m.

Each student is also required to perform a minimum of 10 hours per week of home practice and/or assigned work on his/her own.

CALENDAR

The school observes the following holidays:
President's Day, Labor Day, Memorial Day, Fourth of July, Thanksgiving Day.
* Columbus Day or Halloween

There are also four vacation days. These are added to the Christmas/New Year and/or Fourth of July holidays to give the summer and winter recesses.

* If Halloween falls on Monday through Thursday, then Halloween is observed.

Tuition fees do not include these holidays/vacations. Therefore, no deductions are made for these days, nor for any vacation taken by the student. No deductions are allowable for other school closings which are beyond the school's control.

MACHINES, SUPPLIES AND SERVICE

A stenotype machine (writer) is required of all students. Student writers and student software are available for purchase and rent through multiple manufacturers.

Stenographic Institute assumes no responsibility for the loss of texts, equipment or other personal articles, regardless of the cause. Books and media are nonrefundable once received.

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TUITION AND FEES

Tuition for 108 weeks (432 hours)	\$10,400
Registration	\$65.00
Textbook fee	\$275.00
Media fee	\$125.00
Total Cost	\$10,865.00

Payment on enrollment:

Registration	\$65.00
Textbooks	\$275.00
Media	\$275.00
One month's tuition at \$400 per month	\$400.00
Total cost at the time of registration	\$655.00

Second to twenty-sixth months, \$400 per month, payable two weeks prior to the beginning of each month. There is a \$25 fee for returned checks.

CURRICULUM

The 108-week program includes the following courses;

	HOURS
Machine Shorthand Theory	77
Machine Shorthand Speed Building	279
Keyboarding	3
Computer-aided Transcription	18
English for Court Reporters	18
Legal Terminology	10
Medical Terminology	12
Court Procedures	15

For most students, the keyboarding course will be little more than an evaluation. For those who require additional practice, software is available for use on a home computer, or students may use the school's systems during a one-hour period before classes begin each evening.

PROGRAM OBJECTIVES, DIPLOMA REQUIREMENTS

The student must write and transcribe two (2) 225 words per minute three-voice testimony tests and one 180 words per minute literary test with at least 95% accuracy.

Since reporters use computer translation to produce a transcript, there is little or no direct typing of text from a keyboard.

However, the productive use of a computer during application and Internet activity does require an ability to use the keyboard and mouse effectively. The objective of the keyboarding course is to enable the student to attain a minimum of 40 adjusted words per minute, rated by adaptive response software, and use the keyboard and mouse to navigate Windows applications. The objective of the CAT course is to enable the student to use a Windows based application to produce a realtime translation, to manage the files associated with that translation, and to modify a core dictionary for personal writing style.

The objective of the English course is to enable the student to produce a transcript demonstrating not only Standard English skills, but also punctuation of extemporaneous speech, which is common in most hearings. The objective of the legal course is to enable the student to demonstrate an understanding of legal terminology and procedures encountered on a variety of reporting assignments. The objective of the medical course is to enable the student to demonstrate familiarity with medical terminology.

No diploma will be issued until all fees have been paid in full.

PLACEMENT

Stenographic Institute graduates are entitled to placement assistance without charge. While placement service is provided, it is understood that the school cannot promise or guarantee employment to any student or graduate. Employment data on our students is available at the school or will be sent upon request.

GRADING POLICY AND STANDARDS OF PROGRESS

Students take machine speed tests from 75 words per minute up to the graduation level of 226 words per minute. The passing grade for speed tests is a minimum accuracy of 95%. The minimum keyboarding standard is 40 adjusted words per minute. The minimum passing grade for written tests of theory, English, and legal and medical terminology is 70%.

If progress is unsatisfactory as determined by the direction, the student will be given a probationary period of two months in which to improve. If a student should fail to improve during the probationary period, the student will be dismissed.

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TUITION REFUND POLICY

A student who cancels with seven (7) days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

- 1.) The non-refundable registration fee plus
- 2.) The cost of any textbooks or supplies accepted plus
- 3.) Tuition liability as of the student's last date of physical attendance.

For purposes of tuition refunds, the 108 weeks of the course are divided into six terms. Each term consists of 18 weeks. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

If termination occurs: the school may keep

First and Second Terms	
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

Subsequent Terms	
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

Any monies paid to the school by the student in excess of the amount indicated by the above refund policy will be refunded within forty-five (45) days of written notification of withdrawal or discontinuation. The State Education Department requires the inclusion of the following statement: "The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay refund of tuition due to the student pursuant to Section 5002(3) of the Education Law."

STATEMENT OF POLICY

CONDUCT

The school reserves the right to suspend or terminate a student for misconduct or conduct detrimental to the class or school, poor attendance, infraction of school rules, failure to meet academic standards or such other reason as the director shall determine sufficient cause for suspension or termination. Any attempt to submit a speed test which is not the unaided product

of the student, using the notes written at the time of the test, is cause for immediate dismissal.

ABSENCES

Students in theory classes should notify the teacher of any anticipated absence of more than one class so that lesson material may be assigned. Absence for over 20 percent of class instruction is cause for suspension and/or termination of the student unless reasonable cause is shown for such absence.

LEAVE OF ABSENCE

Tuition is not payable during an approved leave. When requested in writing, leaves of absences may be granted under two conditions.

a.) A medical leave of absence may be granted for from one to six months. The student must provide documentation to substantiate the medical condition prior to returning to class at the end of the leave.

b.) A leave for a personal, compelling reason may be granted for one or two months. The director on an individual basis will evaluate the grounds for such a leave.

A student will be evaluated upon returning from a leave of absence, and this may result in having to repeat a theory class or being placed in a lower speed level.

FINANCIAL AID

Since the program involves only four class hours per week, it does not qualify for loans and/or grants. However, some students receive tuition assistance funded by company plans, the New York State employees' tuition reimbursement program, and various state and private workforce development and disability programs.

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INFORMATION FOR STUDENTS DISCLOSURE PAMPHLET

The following information is required by the State Education Department:

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

- 1.) Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
- 2.) If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. ***You must file a complaint within two years after the alleged illegal conduct took place.*** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
- 3.) The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a

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school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents"?

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school.

School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it

does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours – the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department (212) 643-4760
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and course/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all course and curricula offered. Therefore, it is possible that the course/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.