



Mr. Bashir S Mohsen, President  
Eastern International College  
684 Newark Avenue  
Jersey City, NJ 07306

*Certified Mail Return Receipt Requested  
Domestic Return Receipt*

Re: Announced on-site Program Review  
OPE ID Number: 03122600

Dear Mr. Mohsen:

This letter confirms that an on-site Program Review has been scheduled to begin on November 18, 2019 at Eastern International College (Eastern). Ms. Iren Brodskiy was notified via telephone of this review by Teresa Martinez on October 30, 2019. This review will be performed by Teresa Martinez and Jacqueline Watford.

This review will assess Eastern's administration of the Title IV, HEA programs in which it participates. The review initially will cover the 2018-2019 and 2019-2020 award years, but may be expanded if appropriate. The Department of Education (Department) considers the administration of the Title IV, HEA programs to be an institution-wide effort. Consequently, the review will include all offices involved in the financial aid administration:

- Financial Aid office
- Registrar office
- Academic office
- Admissions office
- Fiscal/Business office

At the start of the review, we will conduct an entrance conference with you and your staff, to discuss the review process. We will contact you to establish a time for the conference. Please inform the personnel responsible for the above areas, and any others you deem appropriate, so they or their designees can attend the conference and remain available during the review.

In preparation for the review, please provide the following information to me prior to the review and no later than November 12, 2019.

- *Catalog/brochure of institution*
- *Policy and procedures concerning:*
  - o *Admissions, institution and academic programs*
  - o *Satisfactory academic progress*

**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION  
School Participation Division – NY/Boston  
32 Old Slip, NY, NY 10005 StudentAid.gov

- o *Attendance*
- o *Withdrawals, official and unofficial*
- o *Return of Title IV funds*
- o *Verification*
- o *Awarding of Title IV, HEA program aid*
- o *Statements regarding the institution's educational programs, its financial charges, or the employability of its graduates*
- *A list of all Career Pathway Programs in which Title IV funds are being disbursed*
- *A list of Third Party Servicers or other contractors involved in marketing, recruitment, and/or admissions (if applicable), and the services they provide, including copies of contracts.*
- *Institutional and financial aid student consumer publications*
- *URL's for all financial aid consumer information*
- *Examples of institutional forms, applications and worksheets that are used in administering the Title IV, HEA programs*
- *Total current enrollment and percentage receiving Title IV, HEA program aid*
  
- *If the institution offers programs via distance education, include the following:*
  - o *A list of all programs that are offered at each physical campus locations.*
  - o *A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online) and whether or not the programs are eligible for Title IV*
  - o *Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).*
  - o *Any instructions or materials provided to students for participation in online courses (including Web links)*

Please use the enclosure, Online Location of Consumer Information / Documents, to record the URL of the items listed above and any documents available only in hardcopy form. Please e-mail the completed form to Teresa Martinez no later than November 12, 2019 and mail a copy of any materials available only in hardcopy.

The institution must also provide a photocopy, or electronic copy, of the original complete student file for at least one student on the Recipient Data Spreadsheet (see below).

Please do not send original materials, except for catalogs, brochures, pamphlets, handbooks, etc. The requested documents listed above should be copies.

Please direct this information to:      ATTN: Teresa Martinez  
  32 Old Slip, Financial Square  
  25<sup>th</sup> Floor  
  New York, NY 10005

In addition, the institution must provide the data elements indicated in the attached Recipient Data Spreadsheet. The institution may choose to complete the provided file, or generate its own electronic file in the same format as the file provided. Return the file to Teresa Martinez by e-mail at [Teresa.Martinez@ed.gov](mailto:Teresa.Martinez@ed.gov) no later than November 12, 2019. Please see the enclosure

Protection of Personally Identifiable Information (PII) for instructions regarding submission of required data / documents containing PII.

Regulatory authority to examine program and fiscal records and conduct reviews may be found at 34 C.F.R. § 668.24.

In addition, please be certain that all records, hard copy and electronic, are available on site at the start, and for the duration, of the review. If the institution has contracted with one or more third-party servicers, such as consultants and data processors, to perform any functions related to the Title IV, HEA programs, Eastern must notify each servicer of the program review so that all of the records are available for examination at the institution no later than the start of the program review. The reviewers may request additional documents and records while on-site as necessary.

Please make arrangements for the review team to have access (view only and print capability) to any computer databases containing information related to Title IV, HEA program eligibility or disbursements (e.g., computerized student account records).

Eastern must provide access to its administrative staff and students. We also request that the institution provide a secure working space for the review team to ensure the confidentiality of the institutional records being reviewed. We will also need access to a photocopy machine.

At the conclusion of the review, the review team may conduct an exit conference with you and/or your designee(s). The institution will receive an official written report at a later date.

If you have any questions, please call Teresa Martinez at 646-428-3748. Thank you for your cooperation.

Sincerely,



Betty Coughlin,  
Division Director

cc: Iren Brodsky, Financial Aid Administrator  
Mr. Robert Grimmie, New Jersey Higher Education  
Mr. Richard Rice, Accrediting Commission of Career Schools and Colleges  
Department of Defense Agency  
Department of Veterans Affairs  
Consumer Financial Protection Bureau

Enclosures:

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