

Midtown Manhattan
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One Herald Center
New York N Y 10001
Tel: 212 - 672 - 6450



Downtown Brooklyn
81 Willoughby Street
Brooklyn NY 11201
Tel: 718 - 522 - 9073
Fax: 718 - 532 - 1430

THE COLLEGE FOR EXCELLENCE

Name: _____

Position: _____

I, _____, acknowledge receipt of the following documents:

- College Catalog
- Job Description
- Employee Handbook
- Faculty Handbook
- Student Handbook

In accepting employment, I agree to uphold the mission and objective of the college, and will abide by the regulations, policies, procedures and standards that govern the college.

Employee's Signature

_____/_____/_____
Date