

# PACIFIC WEST ACADEMY 16117 COVELLO ST. VAN NUYS, CA 91406

818.906.3754 | www.pacificwestacademy.com

#### SCHOOL PERFORMANCE FACT SHEET - CALENDAR YEARS 2017 & 2018

# **COMPREHENSIVE SECURITY TRAINING (104hrs.)**

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

Calendar Year	Number of Students who Began the Program	Students available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2017	112	112	112	100%
2018	24	23	23	95%

Student's Initials:	Date:	

#### **JOB PLACEMENT RATES**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	112	112	112	80	71.42%
2018	24	23	23	22	91.66%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Contact PWA's placement staff for this information.

<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information.



## **GAINFULLY EMPLOYED CATEGORIES**

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	9	71	80
2018	1	21	22

## Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	71	9	80
2018	21	1	22

## Self-Employed / Freelance Positions

	Graduates Employed who are Self-	Total Graduates
Calendar Year	Employed or Working Freelance	Employed in the Field
2017	0	80
2018	0	22

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	44	80
2018	12	22

Student's Initials:	Date:
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<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information



#### **LICENSE EXAMINATION PASSAGE RATES**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	80	80	80	0	100%
2018	23	23	23	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials:	Date:	
**Initial only after you hav	e had sufficient time to	read and understand the information.
, ,		
	SALARY AN	D WAGE INFORMATION

Annual salary and wages reported for graduates employed in the field.

Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Information
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2017	112	80	21	35	20	4	32
2018	23	22	11	4	5	2	1

								1	
Δ	list of source	list of sources used to substantiate salary disclosures is available from the school. Please contact PWA's							
Δ	Administration department for this information.								
S	tudent's Initials: Date:								
*	*Initial only	*Initial only after you have had sufficient time to read and understand the information							

#### **COST OF EDUCATIONAL PROGRAM**

Total charges for the program for students completing on-time in 2018: \$1,950. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$1,800. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _		Date:	
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# **FEDERAL STUDENT LOAN DEBT**

Students at Pacific West Academy are not eligible for federal student loans. This institution does not meet the
U.S. Department of Education criteria that would allow its students to participate in federal student aid programs

Student's Initials: Date:	
**Initial only after you have had sufficient time to	read and understand the information.
This feet should be filed with the Donner for District D	and a contract of the contract
	ostsecondary Education. Regardless of any information you ates, starting salaries, or license exam passage rates, this factant to state law.
Any questions a student may have regarding this fainstitution may be directed to the:	ct sheet that have not been satisfactorily answered by the
	te Postsecondary Education
•	ol Oaks Drive, Suite 400
	mento, CA 95833
WW	w.bppe.ca.gov
tall-free telephone number (	or (888) 370-7589 or by fax (916) 263-1897.
ton nee telephone number (	000) 370 7303 01 by lax (310) 203 1037.
Student Name - Print	
Student Signature	Date
School Official	Date



#### **DEFINITIONS**

- "Number of Students Who Began the Program" means the number of students who began a program who
  were scheduled to complete the program within 100% of the published program length within the
  reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length
- (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within
- 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become
  incarcerated, are called to active military duty, are international students that leave the United States or
  do not have a visa allowing employment in the United States, or are continuing their education in an
  accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

#### **STUDENT'S RIGHT TO CANCEL**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 16117 Covello St. Van Nuys, CA 91406 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.



# PACIFIC WEST ACADEMY 3333 MIDWAY DR. SUITE 203 SAN DIEGO, CA 92110

619-225-9093 | www.pacificwestacademy.com

#### SCHOOL PERFORMANCE FACT SHEET - CALENDAR YEARS 2017 & 2018

### **COMPREHENSIVE SECURITY TRAINING (104hrs.)**

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

Calendar Year	Number of Students who Began the Program	Students available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2017	108	108	108	100%
2018	53	53	53	100%

Student's Initials:	Date:
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#### **JOB PLACEMENT RATES**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	108	108	108	66	61%
2018	53	53	46	46	87%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Contact PWA's placement staff for this information.

<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information.



# **GAINFULLY EMPLOYED CATEGORIES**

## Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	49	17	66
2018	17	29	46

# Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	17	49	66
2018	36	10	46

## Self-Employed / Freelance Positions

Graduates Employed who are Self-		Total Graduates
Calendar Year	Employed or Working Freelance	Employed in the Field
2017	0	66
2018	0	46

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field	
2017	14	66	
2018	16	46	

Student's Initials:	Date:
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<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information



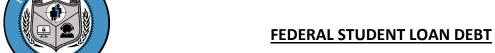
## **LICENSE EXAMINATION PASSAGE RATES**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	108	108	108	0	100%
2018	53	53	53	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Init	ials:	Date:					
	after you have had su			rstand the	informati	on.	
		SALARY AND WA	GE INFOR	MATION			
Annual salary	and wages reported for	or graduates employe	ed in the f	ield.			
Calendar	Graduates	Graduates	\$20,001		\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Informatio
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2017	108	66	20	35	10	1	42
2018	53	46	26	12	3	2	3
A list of source	es used to substantia	te salary disclosures	is availabl	e from the	school. P	lease cont	act PWA's
Administration	on department for this	information.					
Student's Init	ials:	Date:					
**Initial only	after you have had su	fficient time to read	and unde	rstand the	informati	on.	
		COST OF EDUCAT	IONAL PI	ROGRAM			
Total charges	for the program for st	udents completing or	n-time in 1	) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) )	ωitibba Ω	nal charge	s may he
_	e program is not comp		T tillie ill 2	-010. γ1,55	o. Additio	nai chaige	.s may be
	5 p. 68. a 15 116 t 66111p	icted on time.					
Total charges	for the program for st	udents completing or	n-time in 2	2017: \$1,80	0. Additio	nal charge	s may be
incurred if the	e program is not comp	leted on-time.					
Chudonilo Init	iala	Data					
Student's Init	ials:	Date:					

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School Official

	,	or federal student loans. This institution does not meet the llow its students to participate in federal student aid programs.
Student's Initials:		
**Initial only after you hav	e had sufficient time to	read and understand the information.
	letion rates, placement r	ostsecondary Education. Regardless of any information you rates, starting salaries, or license exam passage rates, this fact ant to state law.
Any questions a student m institution may be directed		ct sheet that have not been satisfactorily answered by the
	Bureau for Priva	te Postsecondary Education
	2535 Capito	ol Oaks Drive, Suite 400
	Sacra	mento, CA 95833
	WW	vw.bppe.ca.gov
Toll-	free telephone number	or (888) 370-7589 or by fax (916) 263-1897.
Student Name - Print		
Student Signature		Date

Date

#### **DEFINITIONS**

were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

- "Students Available for Graduation" is the number of students who began the program minus the number
  of students who have died, been incarcerated, or been called to active military duty.
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- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become
  incarcerated, are called to active military duty, are international students that leave the United States or
  do not have a visa allowing employment in the United States, or are continuing their education in an
  accredited or bureau-approved postsecondary institution.
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#### **STUDENT'S RIGHT TO CANCEL**

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#### SCHOOL PERFORMANCE FACT SHEET - CALENDAR YEARS 2017 & 2018

#### **CERTIFIED EXECUTIVE SECURITY SPECIALIST (266hrs.)**

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

Calendar Year	Number of Students who Began the Program	Students available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2017	18	18	18	100%
2018	71	71	71	100%

Student's Initials: Date:
otudent s initials:

#### **JOB PLACEMENT RATES**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	18	18	18	12	70.59%
2018	71	71	61	43	70.49%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Contact PWA's placement staff for this information.

<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information.



## **GAINFULLY EMPLOYED CATEGORIES**

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	3	12	15
2018	3	40	43

#### Single Position vs. Concurrent Aggregated Position

•	00 0		
Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	12	3	15
2018	40	3	43

# Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2018	1	43

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	7	15
2018	14	43

Student's Initials: D	ate:
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<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information

## **LICENSE EXAMINATION PASSAGE RATES**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	18	18	18	0	100%
2018	71	71	71	0	100%

Teal	Calciluai Teai	Taking Liam	Available Lx	Avai	iable Lxaii	'	
2017	18	18	18		0		100%
2018	71	71	71		0	:	100%
icensure exar	mination passage d	ata is not available	from the state	agency ad	ministering	g the exar	nination. We
inable to colle	ect data from # grad	duates.					
Student's Initi	ials:	Date:					
	after you have had		read and unde	rstand the	informati	on.	
		SALARY AND	WAGE INFOR	RMATION			
Annual salary	and wages reported	d for graduates em	ployed in the f	ield.			
Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	n -	-	-	-	Information
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2017	18	15	0	5	5	5	
2018	61	43	3	15	13	12	
A list of source	es used to substant	tiate salary disclos	ures is availab	le from the	school. Pl	ease cont	act PWA's
<b>Administratio</b>	n department for t	his information.					
Student's Initi	ials:	Date:					
**Initial only a	after you have had	sufficient time to	read and unde	rstand the	informati	on.	
		COST OF EDU	JCATIONAL PI	ROGRAM			
Гotal charges	for the program for	students completi	ing on-time in 2	2018: \$12,9	947.00. Add	ditional ch	narges may b
ncurred if the	program is not cor	npleted on-time.					
_	for the program for	·	ing on-time in 2	2017: \$9,43	31.00. Add	itional cha	arges may be
ncurred II the	program is not cor	iipieteu on-time					
Student's Initi	ials:	Date:					

 $<sup>\</sup>ensuremath{^{**}}$  Initial only after you have had sufficient time to read and understand the information.

# **FEDERAL STUDENT LOAN DEBT**

Students at Pacific West Acad	demy are not eligible for fe	deral student loans. This institution does not meet the
U.S. Department of Education	n criteria that would allow	its students to participate in federal student aid programs.
Student's Initials:	Date:	
**Initial only after you have	had sufficient time to rea	d and understand the information.
		econdary Education. Regardless of any information you
sheet contains the information	•	s, starting salaries, or license exam passage rates, this fact to state law.
		neet that have not been satisfactorily answered by the
institution may be directed to	o the:	
	Bureau for Private P	ostsecondary Education
	2535 Capitol Oa	aks Drive, Suite 400
	Sacramer	ito, CA 95833
	www.b	ppe.ca.gov
		or
toll-fre	e telephone number (888	) 370-7589 or by fax (916) 263-1897.
Student Name - Print		
Student Signature		Date
School Official		Date

#### **DEFINITIONS**

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- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
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- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

#### **STUDENT'S RIGHT TO CANCEL**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 16117 Covello St. Van Nuys, CA 91406 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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# PACIFIC WEST ACADEMY 16117 COVELLO ST. VAN NUYS, CA 91406

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#### SCHOOL PERFORMANCE FACT SHEET - CALENDAR YEARS 2017 & 2018

#### **CERTIFIED PROTECTION SPECIALIST (168hrs.)**

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

Calendar Year	Number of Students who Began the Program	Students available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2017	0	0	0	0
2018	6	6	6	100%

Student's Initials:	Date:	

#### **JOB PLACEMENT RATES**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	0	0	0	0	0
2018	6	6	6	5	83%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Contact PWA's placement staff for this information.

<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information.



## **GAINFULLY EMPLOYED CATEGORIES**

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	N/A	N/A	N/A
2018	0	5	5

## Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N/A	N/A	N/A
2018	5	0	5

# Self-Employed / Freelance Positions

	Graduates Employed who are Self-	Total Graduates	
Calendar Year	Employed or Working Freelance	Employed in the Field	
2017	N/A	N/A	
2018	0	5	

#### **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	N/A	N/A
2018	4	5

Student's Initials: Da	ate:
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<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information



## **LICENSE EXAMINATION PASSAGE RATES**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	0	0	0	0	0
2018	6	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

unable to collect data from # graduates.							
Student's Init	Student's Initials: Date:						
**Initial only	after you have had su	fficient time to read	and unde	rstand the	informati	on.	
SALARY AND WAGE INFORMATION							
	and wages reported for						
Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Information
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	0	0	1	1	1	2	1
A list of source	ces used to substantiat	te salary disclosures	is availab	le from the	school. Pl	ease cont	act PWA's
Administration	on department for this	information.					
Student's Init	tials:	Date:					
**Initial only	after you have had su	fficient time to read	and unde	rstand the	informati	on.	
		<b>COST OF EDUCAT</b>	IONAL PI	ROGRAM			
Total charges for the program for students completing on-time in 2018: \$11,147. Additional charges may be incurred if the program is not completed on-time.							
Total charges for the program for students completing on-time in 2017: \$7,631.00. Additional charges may be incurred if the program is not completed on-time.							
Student's Init	Student's Initials: Date:						

<sup>\*\*</sup>Initial only after you have had sufficient time to read and understand the information.



School Official

# **FEDERAL STUDENT LOAN DEBT**

Students at Pacific West Academy are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.			
Student's Initials:	Date:		
**Initial only after you have h	nad sufficient time to	read and understand the information.	
	on rates, placement i	ostsecondary Education. Regardless of any information you rates, starting salaries, or license exam passage rates, this fact ant to state law.	
Any questions a student may hinstitution may be directed to		ct sheet that have not been satisfactorily answered by the	
	Bureau for Priva	te Postsecondary Education	
	2535 Capito	ol Oaks Drive, Suite 400	
	Sacra	mento, CA 95833	
	WW	vw.bppe.ca.gov	
toll-free	e telephone number	or (888) 370-7589 or by fax (916) 263-1897.	
Student Name - Print			
Student Signature		Date	

Date

#### **DEFINITIONS**

- "Number of Students Who Began the Program" means the number of students who began a program who
  were scheduled to complete the program within 100% of the published program length within the
  reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length
- (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within
- 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become
  incarcerated, are called to active military duty, are international students that leave the United States or
  do not have a visa allowing employment in the United States, or are continuing their education in an
  accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

#### **STUDENT'S RIGHT TO CANCEL**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 16117 Covello St. Van Nuys, CA 91406 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.