

**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2016 & 2017**

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Business English: 12 weeks (23.33 hours/week)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	48	48	48	100%
2017	45	45	45	100%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$6,780**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. (Insert how student can obtain this information.)

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA



Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵/₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵/₁₇ This type of work may not be consistent.

³⁵/₁₇ The period of employment can range from one day to weeks to several months.

³⁵/₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵/₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵/₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵/₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.



License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at CISL 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ³⁵/₁₇ “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

³⁵/₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵/₁₇ "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.

³⁵/₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵/₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵/₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

General English Course – Intensive: 12 weeks (23.33 hours/week)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	71	71	71	100%
2017	41	41	41	100%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$6,780**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. **(Insert how student can obtain this information.)**

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA

Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵₁₇ This type of work may not be consistent.

³⁵₁₇ The period of employment can range from one day to weeks to several months.

³⁵₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at CISL 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ³⁵/₁₇ “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “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.
- ³⁵/₁₇ “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

³⁵/₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵/₁₇ "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.

³⁵/₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵/₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵/₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

Standard Cambridge Exams Prep Course: 11 weeks (17 hours/week)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	17	17	17	100%
2017	0	0	0	0%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$4,575**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. (Insert how student can obtain this information.)

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA

Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵₁₇ This type of work may not be consistent.

³⁵₁₇ The period of employment can range from one day to weeks to several months.

³⁵₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at CISL 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- ³⁵₁₇ "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.
- ³⁵₁₇ "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.
- ³⁵₁₇ "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.
- ³⁵₁₇ "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- ³⁵₁₇ "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ³⁵₁₇ "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.
- ³⁵₁₇ "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- ³⁵₁₇ "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.
- ³⁵₁₇ "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.
- ³⁵₁₇ "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.
- ³⁵₁₇ "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.

³⁵/₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵/₁₇ "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.

³⁵/₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵/₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵/₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

Standard TOEFL Exam Prep Course: 6 weeks (17 hours/week)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	12	12	12	100%
2017	5	5	5	100%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$2,640**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. **(Insert how student can obtain this information.)**

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA

Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵₁₇ This type of work may not be consistent.

³⁵₁₇ The period of employment can range from one day to weeks to several months.

³⁵₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at CISL 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ³⁵₁₇ “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ³⁵₁₇ “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.
- ³⁵₁₇ “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

³⁵/₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵/₁₇ "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.

³⁵/₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵/₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵/₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

Global Success Course: 12 weeks (17 hours/week)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	69	69	69	100%
2017	62	62	62	100%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$8,100**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. **(Insert how student can obtain this information.)**

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA

Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵₁₇ This type of work may not be consistent.

³⁵₁₇ The period of employment can range from one day to weeks to several months.

³⁵₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. [\(Insert how student can obtain this information.\)](#)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.



International School of Languages

605 Market Street, Suite 1400
San Francisco, CA 94105

Phone: + 1 -415-495-7470

Fax: +1-415-495-7467

sf@cisl.edu

www.cisl.edu

Federal Student Loan Debt

Students at CISL 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ³⁵₁₇ “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ³⁵₁₇ “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.
- ³⁵₁₇ “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “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.
- ³⁵₁₇ “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

³⁵₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵₁₇ "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.

³⁵₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

Private ESL Lessons: 50 minutes/lesson (5 lessons minimum)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	60	60	60	100%
2017	61	61	61	100%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$545**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. [\(Insert how student can obtain this information.\)](#)

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA

Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵/₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵/₁₇ This type of work may not be consistent.

³⁵/₁₇ The period of employment can range from one day to weeks to several months.

³⁵/₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵/₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵/₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵/₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.



License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at CISL 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

³⁵/₁₇ "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.

³⁵/₁₇ "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.

³⁵/₁₇ "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.

³⁵/₁₇ "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

³⁵/₁₇ "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).

³⁵/₁₇ "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.

³⁵/₁₇ "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

³⁵/₁₇ "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.

³⁵/₁₇ "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.

³⁵/₁₇ "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.

³⁵/₁₇ "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.

³⁵₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵₁₇ "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.

³⁵₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

General English Course – Standard: 12 weeks (17hours/week)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	178	178	178	100%
2017	162	162	162	100%

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$4,980**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for job placement for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

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. (Insert how student can obtain this information.)

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for gainful employment for any of our programs.

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
2016	NA	NA	NA
2017	NA	NA	NA

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
2016	NA	NA	NA
2017	NA	NA	NA

Self-Employed / Freelance Positions

CISL San Francisco students are not authorized for self-employed/freelance positions for any of our programs.

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	NA	NA
2017	NA	NA

Institutional Employment

CISL San Francisco students are not authorized for institutional employment for any of our programs.

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
2016	NA	NA
2017	NA	NA

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

N/A for CISL San Francisco students

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

³⁵₁₇ The work available to graduates of this program is usually for freelance or self-employment.

³⁵₁₇ This type of work may not be consistent.

³⁵₁₇ The period of employment can range from one day to weeks to several months.

³⁵₁₇ Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.

³⁵₁₇ You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.

³⁵₁₇ Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

³⁵₁₇ Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.



License Examination Passage Rates (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for license examinations for any of our programs.

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
2016	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (includes data for the two calendar years prior to reporting)

CISL San Francisco students are not authorized for earning salary or wages in the US for any of our programs.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2016	NA	NA	NA	NA	NA	NA	NA
2017	NA	NA	NA	NA	NA	NA	NA

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at **CISL** 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 fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

³⁵₁₇ “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.

³⁵₁₇ “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.

³⁵₁₇ “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.

³⁵₁₇ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

³⁵₁₇ “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

³⁵₁₇ “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.

³⁵₁₇ “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

³⁵₁₇ “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.

³⁵₁₇ “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.

³⁵₁₇ “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.

³⁵₁₇ “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

³⁵₁₇ "First Available Exam Date" is the date for the first available exam after a student completed a program.

³⁵₁₇ "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.

³⁵₁₇ "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

³⁵₁₇ "Salary" is as reported by graduate or graduate's employer.

³⁵₁₇ "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

Registration Fee:

A non-refundable registration fee of \$120 is required for all courses except for Global Success Programs.

Fixed Duration Courses Cancellation Policy:

For fixed duration courses (e.g. test preparation courses and EAP), students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

Tuition (Open-Enrollment Courses):

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the following Monday.
- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations:

The accommodation deposit is \$250. This deposit will be used towards the accommodation costs.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees:

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Charges:

Express mail charges are not refundable.

Extension of Courses:

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds:

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.