

### SCHOOL PERFORMANCE FACT SHEET

### **CALENDAR YEARS 2016 & 2017**

BARBERING- 1,500 HOURS

# **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2016	11	11	11	100%
2017	11	11	10	91%

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

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	11	11	11	10	91%
2017	11	10	10	10	100%

You may obtain a list from our institution for the employment positions determined to be in

the field for which a student received education and training from our Admissions Office.



## **Gainfully Employed Categories**

Includes data for the two calendar years prior to reporting

## 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	0	10	10
2017	0	10	10

### 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	10	0	10
2017	10	0	10

## **Self-Employed/ Freelance Positions**

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2016	1	10
2017	1	10

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	10
2017	0	10

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or selfemployment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- 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.
- Student's 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:\_\_\_\_\_

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### License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	11	11	9	2	82%
2017	10	10	6	4	60%

Includes data for the two calendar years prior to reporting

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



### Salary and Wage Information

Includes data for the two calendar years prior to reporting

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

Calendar Year	Graduates Available for Employment	• •	\$20,000- \$25,000	\$25,001- \$30,000	\$30,001- \$35,000	\$35,001- \$40,000	No Salary Information Reported
2016	11	10	1	0	0	0	9
2017	10	10	2	0	0	0	8

A list of sources used to substantiate salary disclosures is available from the school from our

Admissions Office.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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### **Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$7,000.00 Additional charges

may be incurred if the program is not completed on-time.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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### **Federal Student Loan Debt**

D'Lacreme School of Cosmetology & Barbering is eligible, but chooses not to participate in federal

student aid programs. Therefore students who attend this institution do not have federal student loans.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



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, <u>www.bppe.ca.gov</u>, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name- Print

Student Signature

Date

School Official

Date



## Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of



employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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

#### **CANCELLATION POLICY**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it's deposited in the mail.

The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

If the school has given you any **returnable** equipment, including books or other materials, you shall return it to the school within thirty (30) days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. **As stated previously, books, supplies, and equipment are not returnable items due to sanitary reasons.** Therefore, once you have received and accepted any kit supplies and/or equipment, the cost will be charged to your account. If you cancel the enrollment agreement, the school will refund any money that you paid, less a registration fee not to exceed \$100.00 and any deduction for equipment not received within thirty (30) days from the cancellation date.

Published on December 1, 2018



### SCHOOL PERFORMANCE FACT SHEET

### **CALENDAR YEARS 2016 & 2017**

### COSMETOLOGY- 1,600 HOURS

# **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2016	7	6	6	86%
2017	6	6	5	83%

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

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	7	6	6	4	67%
2017	6	5	3	1	33%

You may obtain a list from our institution for the employment positions determined to be in the field

for which a student received education and training from our Admissions Office.



# Gainfully Employed Categories

Includes data for the two calendar years prior to reporting

## 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	2	2	4
2017	1	0	1

## 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	2	2	4
2017	1	0	1

## Self-Employed/ Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2016	2	4
2017	0	1

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	4
2017	0	1

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



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- This type of work may not be consistent.
- $\circ$  The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- 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.
- Student's 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

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	6	3	3	3	50%
2017	5	4	1	3	20%

Student's Initials:\_\_\_\_\_ Date\_\_\_\_\_



## Salary and Wage Information

Includes data for the two calendar years prior to reporting

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000- \$25,000	\$25,001- \$30,000	\$30,001- \$35,000	\$35,001- \$40,000	No Salary Information Reported
2016	6	4	1	0	0	0	3
2017	3	1	1	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school from our Admissions Office.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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## Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$7,000.00 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.

## Federal Student Loan Debt

D'Lacreme School of Cosmetology & Barbering is eligible, but chooses not to participate in federal student aid

programs. Therefore students who attend this institution do not have federal student loans.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



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Student Name- Print

Student Signature

Date

School Official

Date



## Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
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  of the published program length within the reporting calendar year.
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- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "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.

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

#### **CANCELLATION POLICY**

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If the school has given you any **returnable** equipment, including books or other materials, you shall return it to the school within thirty (30) days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. **As stated previously, books, supplies, and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any kit supplies and/or equipment, the cost will be charged to your account. If you cancel the enrollment agreement, the school will refund any money that you paid, less a registration fee not to exceed \$100.00 and any deduction for equipment not received within thirty (30) days from the cancellation date.** 

Published on December 1, 2018



### SCHOOL PERFORMANCE FACT SHEET

### **CALENDAR YEARS 2016 & 2017**

### **ESTHETICS- 600 HOURS**

# **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2016	2	2	2	100%
2017	5	5	5	100%

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

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	2	2	2	2	50%
2017	5	5	5	4	80%

You may obtain a list from our institution for the employment positions determined to be in

the field for which a student received education and training from our Admissions Office.



## **Gainfully Employed Categories**

Includes data for the two calendar years prior to reporting

## 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	0	1	1
2017	1	3	4

## 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	1	0	1
2017	4	0	4

## Self-Employed/ Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	1
2017	3	4

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	1
2017	0	4

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or selfemployment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
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- Student's 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						
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	1	1	1	0	100%	

Includes data for the two calendar years prior to reporting

3

2

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

5

2017

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

5

67%



### Salary and Wage Information

Includes data for the two calendar years prior to reporting

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

Calendar Year	Graduates Available for Employment		\$20,000- \$25,000	\$25,001- \$30,000	\$30,001- \$35,000	\$35,001- \$40,000	No Salary Information Reported
2016	1	1	0	0	0	0	1
2017	5	4	1	0	0	0	3

A list of sources used to substantiate salary disclosures is available from the school from our

Admissions Office.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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### **Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$6,500.00 Additional charges

may be incurred if the program is not completed on-time.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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### **Federal Student Loan Debt**

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Student Name- Print

Student Signature

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## STUDENT'S RIGHT TO CANCEL

#### **CANCELLATION POLICY**

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The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

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Published on December 1, 2018



### SCHOOL PERFORMANCE FACT SHEET

### **CALENDAR YEARS 2016 & 2017**

#### MANICURING- 400 HOURS

# **On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2016	7	5	5	71%
2017	2	2	2	100%

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

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	7	5	5	2	40%
2017	2	2	2	2	100%

You may obtain a list from our institution for the employment positions determined to be in

the field for which a student received education and training from our Admissions Office.



## **Gainfully Employed Categories**

Includes data for the two calendar years prior to reporting

## 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	0	2	2
2017	0	2	2

### 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	1	0	2
2017	0	2	2

## Self-Employed/ Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field	
2016	1	2	
2017	1	2	

## **Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	2
2017	0	2

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or selfemployment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
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Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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

### License Examination Passage Rates

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	es Passed First Faile		Passage Rate
2016	5	2	1	1	50%
2017	2	2	1	1	50%

Includes data for the two calendar years prior to reporting

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



### Salary and Wage Information

Includes data for the two calendar years prior to reporting

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

Calendar Year	Graduates Available for Employment	• •	\$20,000- \$25,000	\$25,001- \$30,000	\$30,001- \$35,000	\$35,001- \$40,000	No Salary Information Reported
2016	2	1	0	0	0	0	1
2017	2	2	0	0	0	0	2

A list of sources used to substantiate salary disclosures is available from the school from our

Admissions Office.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_

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

### **Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$2,000.00 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.

### **Federal Student Loan Debt**

D'Lacreme School of Cosmetology & Barbering is eligible, but chooses not to participate in federal

student aid programs. Therefore students who attend this institution do not have federal student loans.

Student's Initials:\_\_\_\_\_ Date:\_\_\_\_\_



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, <u>www.bppe.ca.gov</u>, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name- Print

Student Signature

Date

School Official

Date



## Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of



employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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

#### **CANCELLATION POLICY**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it's deposited in the mail.

The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

If the school has given you any **returnable** equipment, including books or other materials, you shall return it to the school within thirty (30) days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. **As stated previously, books, supplies, and equipment are not returnable items due to sanitary reasons.** Therefore, once you have received and accepted any kit supplies and/or equipment, the cost will be charged to your account. If you cancel the enrollment agreement, the school will refund any money that you paid, less a registration fee not to exceed \$100.00 and any deduction for equipment not received within thirty (30) days from the cancellation date.

Published on December 1, 2018