



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

818.906.3754 | www.pacificwestacademy.com

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

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

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

| Calendar Year | Number of Students who Began the Program | Students available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2016          | 0  | 0                                 | 0                           | 0                       |
| 2017          | 112                                      | 112                               | 112                         | 100%                    |

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

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

**JOB PLACEMENT RATES**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2016          | 0                                    | 0                   | 0                                  | 0                               | 0                                      |
| 2017          | 112                                  | 112                 | 112                                | 80                              | 71.42%                                 |

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



## GAINFULLY EMPLOYED CATEGORIES

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

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2016          | N/A   | N/A  | N/A                                   |
| 2017          | 9   | 71   | 80                                    |

### 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          | N/A  | N/A  | N/A                                   |
| 2017          | 71   | 9  | 80                                    |

### Self-Employed / Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2016          | N/A   | N/A                                   |
| 2017          | 0   | 80                                    |

### 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          | N/A  | N/A                                   |
| 2017          | 44   | 80                                    |

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

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



**LICENSE EXAMINATION PASSAGE RATES**

| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2016          | 0                                    | 0                               | 0                                      | 0                                      | 0            |
| 2017          | 80                                   | 80                              | 80                                     | 0                                      | 100%         |

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

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

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

**SALARY AND WAGE INFORMATION**

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          | N/A                                | N/A                         | N/A        | N/A        | N/A        | N/A        | N/A                            |
| 2017          | 112                                | 80                          | 21         | 35         | 20         | 4          | 32                             |

A list of sources used to substantiate salary disclosures is available from the school. Please contact PWA's Administration department for this information.

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

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**COST OF EDUCATIONAL PROGRAM**

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

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

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## **FEDERAL STUDENT LOAN DEBT**

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

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

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Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the:

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[www.bppe.ca.gov](http://www.bppe.ca.gov)

or

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**

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

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

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



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

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

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

| Calendar Year | Number of Students who Began the Program | Students available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2016          | 0  | 0                                 | 0                           | 0                       |
| 2017          | 108                                      | 108                               | 108                         | 100%                    |

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

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

**JOB PLACEMENT RATES**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2016          | 0                                    | 0                   | 0                                  | 0                               | 0                                      |
| 2017          | 108                                  | 108                 | 108                                | 66                              | 61%                                    |

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





## **GAINFULLY EMPLOYED CATEGORIES**

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

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2016          | N/A   | N/A  | N/A                                   |
| 2017          | 49  | 17   | 66                                    |

### 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          | N/A  | N/A  | N/A                                   |
| 2017          | 17   | 49   | 66                                    |

### Self-Employed / Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2016          | N/A   | N/A                                   |
| 2017          | 0   | 66                                    |

### 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          | N/A  | N/A                                   |
| 2017          | 14   | 66                                    |

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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          | 0                                    | 0                               | 0                                      | 0                                      | 0            |
| 2017          | 108                                  | 108                             | 108                                    | 0                                      | 100%         |

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

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

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**SALARY AND WAGE INFORMATION**

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          | N/A                                | N/A                         | N/A        | N/A        | N/A        | N/A        | N/A                            |
| 2017          | 108                                | 66                          | 20         | 35         | 10         | 1          | 42                             |

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**COST OF EDUCATIONAL PROGRAM**

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

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

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\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



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- “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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## **STUDENT'S RIGHT TO CANCEL**

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

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

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

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

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

| Calendar Year | Number of Students who Began the Program | Students available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2016          | 0  | 0                                 | 0                           | 0                       |
| 2017          | 18                                       | 18                                | 18                          | 100%                    |

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

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

**JOB PLACEMENT RATES**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2016          | 0                                    | 0                   | 0                                  | 0                               | 0                                      |
| 2017          | 18                                   | 18                  | 18                                 | 12                              | 70.59%                                 |

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



## GAINFULLY EMPLOYED CATEGORIES

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

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2016          | N/A   | N/A  | N/A                                   |
| 2017          | 3   | 12   | 15                                    |

### 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          | N/A  | N/A  | N/A                                   |
| 2017          | 12   | 3  | 15                                    |

### Self-Employed / Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2016          | N/A   | N/A                                   |
| 2017          | 0   | 0                                     |

### 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          | N/A  | N/A                                   |
| 2017          | 7  | 15                                    |

**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          | 0                                    | 0                               | 0                                      | 0                                      | 0            |
| 2017          | 18                                   | 18                              | 18                                     | 0                                      | 100%         |

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

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

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**SALARY AND WAGE INFORMATION**

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          | N/A                                | N/A                         | N/A        | N/A        | N/A        | N/A        | N/A                            |
| 2017          | 18                                 | 15                          | 0          | 5          | 5          | 5          |                                |

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

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**COST OF EDUCATIONAL PROGRAM**

Total charges for the program for students completing on-time in 2017: \$9,431.00. 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

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

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

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Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



## DEFINITIONS

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- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
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The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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

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

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

| Calendar Year | Number of Students who Began the Program | Students available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2016          | 0  | 0                                 | 0                           | 0                       |
| 2017          | 0  | 0                                 | 0                           | 0                       |

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

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

**JOB PLACEMENT RATES**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2016          | 0                                    | 0                   | 0                                  | 0                               | 0                                      |
| 2017          | 0                                    | 0                   | 0                                  | 0                               | 0                                      |

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



## GAINFULLY EMPLOYED CATEGORIES

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

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2016          | N/A   | N/A  | N/A                                   |
| 2017          | 0   | 0  | 0                                     |

### 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          | N/A  | N/A  | N/A                                   |
| 2017          | 0  | 0  | 0                                     |

### Self-Employed / Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2016          | N/A   | N/A                                   |
| 2017          | 0   | 0                                     |

### 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          | N/A  | N/A                                   |
| 2017          | 0  | 0                                     |



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

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



**LICENSE EXAMINATION PASSAGE RATES**

| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2016          | 0                                    | 0                               | 0                                      | 0                                      | 0            |
| 2017          | 0                                    | 0                               | 0                                      | 0                                      | 0            |

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

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

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

**SALARY AND WAGE INFORMATION**

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          | N/A                                | N/A                         | N/A        | N/A        | N/A        | N/A        | N/A                            |
| 2017          | 0                                  | 0                           | 0          | 0          | 0          | 0          | 0                              |

A list of sources used to substantiate salary disclosures is available from the school. Please contact PWA's Administration department for this information.

**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 2017: \$7,631.00. 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**

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

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

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

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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  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

or

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**

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

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

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