

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

**English Language for International Students  
23.3 Hour Programs**

**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	1194	n/a	n/a	n/a
2017	873	n/a	n/a	n/a

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

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

**150% TABLE OPTIONAL ↓**

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	n/a	n/a	n/a	n/a
2017	n/a	n/a	n/a	n/a
**20XX				
**20XY				

\*\*Included if the program is more than one year in length.

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)**

**This program does not lead to job placement.**

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	n/a	n/a	n/a	n/a	
2017	n/a	n/a	n/a	n/a	

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.

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

**This program does not lead to or guarantee employment.**

**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	n/a	n/a	n/a

**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	n/a	n/a	n/a

**Self-Employed / Freelance Positions**

**This program does not lead to or guarantee employment.**

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

**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	n/a	n/a

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

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

This program may result in freelance or self-employment.

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

**This program does not offer and licensing or licensure examinations.**

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
mm/dd/yyyy	n/a	n/a	n/a	n/a	n/a	n/a
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a	n/a	n/a	n/a	n/a	n/a
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					

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 (includes data for the two calendar years prior to reporting)**

**This program does not lead to or guarantee employment.**

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	
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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

**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: **\$506 for 23.3 hours**. 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 **St Giles International** 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.



**St Giles Colleges, San Francisco**  
785 Market St. Suite 300, San Francisco, CA 94103 | 415.788.3552 |  
[www.stgiles-international.com](http://www.stgiles-international.com)

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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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Student Name - Print

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Student Signature

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School Official

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Date

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Date

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## **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.

## **STUDENTS' RIGHT TO CANCEL**

### **REFUND POLICY and STUDENTS' RIGHT TO CANCEL\***

**\*All students must complete a course cancelation request.**

***Before the start date or on the first day of your course:*** If our office receives *written cancelation* (by letter or email) of your enrollment **prior to the start of the session, or on the first day of class or the seventh day after enrollment (whichever is later)**, you will be **entitled** to a **100% refund** less the \$150 registration fee, and the accommodation placement fee of \$95, if applicable (total institutional funds retained by St Giles not to exceed \$250). **Express mail, airport transfer and insurance payments** are non-refundable. See also below under ***housing cancelation*** regarding the cancelation of homestay or hotel/residence hall accommodation.

***After your course begins:*** You can withdraw from a course after arrival by giving our office four weeks' written notice from the following Monday (thus it is not possible to withdraw from courses of 4 weeks or less). Your end-of-course date will be adjusted to the end of the week when cancellation takes effect. If this period represents **60% or less** of the original period booked, the fees due will be recalculated on a *pro rata* basis, and you will receive a refund of the balance. There is no refund if more than 60% of a course is completed.

St Giles does **not participate in federal or state financial aid programs.**

St. Giles will pay or credit refunds, not to exceed 45 days following the date upon which the student withdrawal has been determined. If you have booked your course through an agent, then your agent will notify us of the refund due.



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

**CELTA (Certificate in Teaching English to Speakers of Other Languages)  
Program Length – 4 weeks – 100 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	43	37	37	81%
2017	19	19	19	100%

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

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

**150% TABLE OPTIONAL ↓**

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	n/a	n/a	n/a	n/a
2017	n/a	n/a	n/a	n/a
**20XX				
**20XY				

\*\*Included if the program is more than one year in length.

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)**

**This program does not lead to job placement.**

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	n/a	n/a	n/a	n/a	
2017	n/a	n/a	n/a	n/a	

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.

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

**This program does not lead to or guarantee employment.**

**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	n/a	n/a	n/a

**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	n/a	n/a	n/a

**Self-Employed / Freelance Positions**

**This program does not lead to or guarantee employment.**

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

**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	n/a	n/a

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

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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- 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.
- 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: \_\_\_\_\_**

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mm/dd/yyyy	n/a	n/a	n/a	n/a	n/a	n/a
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a	n/a	n/a	n/a	n/a	n/a
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					
mm/dd/yyyy	n/a					

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 (includes data for the two calendar years prior to reporting)**

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

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.**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: **\$2600 for four weeks (100 hours total)**. Additional charges may be incurred if the program is not completed on-time.

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

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**St Giles Colleges, San Francisco**

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Student Name - Print

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Student Signature

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School Official

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Date

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Date



### Definitions

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- “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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- “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.

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**STUDENT'S RIGHT TO CANCEL**  
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**Terms & Conditions for the CELTA Teacher Training Course**

There are no additional fees or taxes added. Course fees are inclusive of the Cambridge Candidacy Fee, the Enrollment Fee, tuition fees as well as photocopying facilities and teaching resources used on the course. In addition, candidates will be given the book "Teaching English Worldwide" (Lindsay) when their course begins, but it is also advisable to buy other books for reference before, during and after the course. Advice on reference books will be given to you by the trainers. (You will need basic stationery to make notes; this is not included in your course fees.)

1. All applicants will be asked to attend an interview before an offer of a place can be made.
  2. After being offered a place on one of our courses, you need to pay a deposit of \$250 (inclusive of \$100 Enrollment Fee and \$108 Cambridge Candidacy Fee) or the full fees in order to reserve a place.
  3. Acceptance onto our CELTA program remains valid for one year. Although your deposit is non-refundable, it can be transferred to a later course until 30 days before your course start date. Within 30 days, however, it would become non-refundable and non-transferable. We also only allow students to transfer their deposit once.
  4. A Pre-Course Task booklet is given to CELTA applicants when they have paid their deposit. You are expected to complete the required home study using the Pre-Course Task booklet before the beginning of your chosen course.
  5. Full fees must be paid at least 30 days before the course begins (N.B. under no circumstances will anyone be allowed to start a course unless full fees have been received). Applicants are reminded by e-mail during the week preceding this.
  - 6. If a student cancels his or her place on a course more than 30 days before the start of the course, full fees will be refunded minus the deposit. Further refunds cannot be made either before, during or after the course, except in the case of course cancellation by the St Giles.**
  7. St Giles reserves the right to cancel a course for which numbers of participants do not meet the minimum requirement, in which case we will offer an alternative course, or refund full fees and deposits.
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