



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

**Computer Information Technology Administrator, Certificate Program – 36 Weeks**

**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	47	47	4	9
2017	27	26	7	27

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

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

**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	47	47	41	87
2017	27	26	22	85

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	47	41	1	1	100
2017	27	22	3	3	100



Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 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	0	3	3

**Single Position vs. Concurrent Aggregated Positions**

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	3	0	3

**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	0	3

**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	Total Graduates Employed in the Field



	with the Institution	
2016	0	1
2017	0	3

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program does not require a state licensing exam.

**Salary and Wage Information**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	1	1	1	0	0
2017	3	3	0	3	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$6,800. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_

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

- (1) "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."
- (2) "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."

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**





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

**Computer Office User Specialist, Certificate Program – 18 Weeks**

**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	0	0
2017	4	3	1	33

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

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

**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	11	11	11	100
2017	4	3	3	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	11	11	1	1	100



2017	4	3	0	0	-
------	---	---	---	---	---

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 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	-	-	-

**Single Position vs. Concurrent Aggregated Positions**

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	-	-	-

**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	-	-

**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	Total Graduates Employed in the Field



	with the Institution	
2016	0	1
2017	-	-

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program does not require a state licensing exam.

**Salary and Wage Information**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	1	1	1	0	0
2017	-	-	-	-	-

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$3,400. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_

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

- (1) "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."
- (2) "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."

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**





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

**Computer Information Infrastructure, Certificate Program – 36 Weeks**

**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	51	51	1	2
2017	28	20	4	20

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

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

**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	51	51	48	94
2017	28	20	17	85

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	51	48	6	6	100
2017	28	17	1	1	100



Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	6	6
2017	0	1	1

**Single Position vs. Concurrent Aggregated Positions**

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	6	0	6
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	0	6
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	6



2017	0	1
------	---	---

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program does not require a state licensing exam.

**Salary and Wage Information**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00-\$20,000.00	\$20,001.00-\$25,000.00	No Salary Information Reported
2016	6	6	6	0	0
2017	1	1	1	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$6,800. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_**

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

- (1) “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.”**
- (2) “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.”**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**





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

**Computer Information Systems, Certificate Program – 18 Weeks**

**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	6	6	1	17
2017	4	4	2	50

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

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

**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	6	6	6	100
2017	4	4	4	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	6	6	0	-	-



2017	4	4	1	1	100
------	---	---	---	---	-----

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	-	-	-
2017	0	1	1

**Single Position vs. Concurrent Aggregated Positions**

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	-	-	-
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	-	-
2017	0	1

**Institutional Employment**

Calendar	Graduates Employed in the Field who are Employed	Total Graduates
----------	--	-----------------



Year	by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Employed in the Field
2016	-	-
2017	0	1

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program does not require a state licensing exam.

**Salary and Wage Information**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001.00- \$20,000.00	\$20,001.00- \$25,000.00	No Salary Information Reported
2016	0	-	-	-	-
2017	1	1	-	1	-

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$3,400. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_**

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

- (1) "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."
- (2) "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."

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**





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

**Real Estate & Finance Salesperson, Certificate Program – 15 Weeks**

**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	7	7	100
2017	13	11	9	82

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**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	7	7	7	100
2017	13	11	11	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	7	7	7	7	100



2017	13	11	11	11	100
------	----	----	----	----	-----

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	7	7
2017	0	11	11

**Single Position vs. Concurrent Aggregated Positions**

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	7	0	7
2017	11	0	11

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	7
2017	1	11

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the	Total Graduates Employed in the Field
---------------	---	---------------------------------------



	<b>Institution, or an Employer who Shares Ownership with the Institution</b>	
2016	1	7
2017	0	11

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

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

**License Examination Passage Rates**

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2016	7	6	6	0	100
2017	11	11	11	0	100

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.**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>\$30,001.00- \$35,000.00</b>	<b>\$50,001.00- \$55,000.00</b>	<b>No Salary Information Reported</b>
2016	7	7	1	6	0
2017	11	11	3	8	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$3,200. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_**

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

- (1) “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.”
- (2) “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.”

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**





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

**General Contractor, Certificate Program – 15 Weeks**

**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	0	-	-	-
2017	1	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

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

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

**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	0	-	-	-
2017	1	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

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	-	-	-	-
2017	1	-	-	-	-

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	-	-	-
2017	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

**Single Position vs. Concurrent Aggregated Positions**

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	-	-	-
2017	-	-	-

We are unable to collect data from 0 graduate and 1 active student.

**Self-Employed/Freelance Positions**

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

We are unable to collect data from 0 graduate and 1 active student.



**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	-	-
2017	-	-

We are unable to collect data from 0 graduate and 1 active student.

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	-	-	-	-	-
2017	-	-	-	-	-

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduate and 1 active student.

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 the Field	\$50,001.00-\$55,000.00	\$55,001.00-\$60,000.00	No Salary Information Reported
2016	-	-	-	-	-



2017	-	-	-	-	-
------	---	---	---	---	---

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$5,500. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_

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



## Learnet Academy, Inc.

[www.learnet.edu](http://www.learnet.edu)

3251 W. 6th St., Suite 200 Los Angeles, CA 90020  
t. 213.387-4242  
f. 213.387.5365

- (1) **“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.”**
- (2) **“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.”**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.





If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**



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

**Computer Business Applications, Associate of Arts Degree Program – 96 Weeks**

**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	32	32	25	78
2017	17	17	12	71

\*This program started January 2014 based on Approval Date.

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

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

**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
2014	2	2	2	100
2015	7	7	7	100
2016	32	32	27	84
2017	17	17	14	82

\*This program started January 2014 based on Approval Date.

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

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

**Job Placement Rates**

Calendar	Number of	Number of	Graduates	Graduates	Placement Rate
----------	-----------	-----------	-----------	-----------	----------------



Year	Students Who Began Program	Graduates	Available for Employment	Employed in the Field	% Employed in the Field
2016	32	27	23	23	100
2017	17	14	11	11	100

**\*This program started January 2014 based on Approval Date.**

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	23	23
2017	0	11	11

**\*This program started January 2014 based on Approval Date.**

**Single Position vs. Concurrent Aggregated Positions**

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	23	0	23
2017	11	0	11

**\*This program started January 2014 based on Approval Date.**

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	23



2017	0	11
------	---	----

\*This program started January 2014 based on Approval Date.

**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	23
2017	0	11

\*This program started January 2014 based on Approval Date.

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program does not require a state licensing exam.

**Salary and Wage Information**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001.00- \$25,000.00	\$25,001.00- \$30,000.00	No Salary Information Reported
2016	23	23	0	23	0
2017	11	11	0	11	0



A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$13,600. 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**

Learnet Academy, Inc. 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:** \_\_\_\_\_

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



## Learnet Academy, Inc.

[www.learnet.edu](http://www.learnet.edu)

3251 W. 6th St., Suite 200 Los Angeles, CA 90020  
t. 213.387-4242  
f. 213.387.5365

- (1) **“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.”**
- (2) **“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.”**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**



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

**Business Administration, Associate of Arts Degree Program – 96 Weeks**

**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	7	4	57
2017	5	5	3	60

\*This program started January 2014 based on Approval Date.

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**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
2014	1	1	1	100
2015	6	6	4	67
2016	7	7	4	57
2017	5	5	3	60

\*This program started January 2014 based on Approval Date.

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	7	4	4	4	100
2017	5	3	2	2	100

\*This program started January 2014 based on Approval Date.

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	4	4
2017	0	2	2

\*This program started January 2014 based on Approval Date.

**Single Position vs. Concurrent Aggregated Positions**

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	4	0	4
2017	2	0	2

\*This program started January 2014 based on Approval Date.



**Self-Employed/Freelance Positions**

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

\*This program started January 2014 based on Approval Date.

**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	2

\*This program started January 2014 based on Approval Date.

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program does not require a state licensing exam.

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 the Field	\$20,001.00- \$25,000.00	\$25,001.00- \$30,000.00	No Salary Information Reported
2016	4	4	0	4	-
2017	2	2	1	1	-

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$13,600. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_

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



## Learnet Academy, Inc.

[www.learnet.edu](http://www.learnet.edu)

3251 W. 6th St., Suite 200 Los Angeles, CA 90020  
t. 213.387-4242  
f. 213.387.5365

- (1) **“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.”**
- (2) **“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.”**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**



SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 & 2017

Master of Business Administration: International Business Specialization– 96 Weeks

**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	0	0	0	0
2017	0	0	0	0

\*This program is approved by BPPE only, pending for ACCSC' approval.

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

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

**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
2014	0	0	0	0
2015	0	0	0	0
2016	0	0	0	0
2017	0	0	0	0

\*This program is approved by BPPE only, pending for ACCSC' approval.

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

**\*This program is approved by BPPE only, pending for ACCSC' approval.**

Students may obtain from the institution a list of the employment positions determined to be in the field for which the student received education and training. Please visit the Placement Dept. for this information.

**Gainfully Employed Categories**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0

**\*This program is approved by BPPE only, pending for ACCSC' approval.**

**Single Position vs. Concurrent Aggregated Positions**

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	0	0	0
2017	0	0	0

**\*This program is approved by BPPE only, pending for ACCSC' approval.**



**Self-Employed/Freelance Positions**

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

\*This program is approved by BPPE only, pending for ACCSC' approval.

**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	0
2017	0	0

\*This program is approved by BPPE only, pending for ACCSC' approval.

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	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

\*This program is approved by BPPE only, pending for ACCSC' approval.

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 the Field	\$20,001.00- \$25,000.00	\$25,001.00- \$30,000.00	No Salary Information Reported
2016	0	0	0	0	0
2017	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please visit the Placement Dept. 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: \$24,300. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_

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



## Learnet Academy, Inc.

[www.learnet.edu](http://www.learnet.edu)

3251 W. 6th St., Suite 200 Los Angeles, CA 90020  
t. 213.387-4242  
f. 213.387.5365

- (1) **“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.”**
- (2) **“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.”**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**



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

The below two language program are not within the school’s scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):

**English as a Foreign Language, Diploma Program – 48 Weeks**

**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	25	25	12	48
2017	25	16	11	69

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**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	25	25	19	76
2017	25	16	13	81

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: \$6,800. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_

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

- (1) "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."
- (2) "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."

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**



SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016-2017

Test of English as a Foreign Language iBT, Diploma Program – 24 Weeks

**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	40	40	22	55
2017	45	44	34	77

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**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	40	40	38	95
2017	45	44	43	98

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: \$3,400. 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**

Learnet Academy, Inc. 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: \_\_\_\_\_**

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

- (1) “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.”**
- (2) “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.”**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Print Name and Signature

\_\_\_\_\_  
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

### **STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

Students have 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, by [MM/DD/YYYY] after enrollment, whichever is later.**

**Cancellation Policy:** Cancellation shall occur when a student delivers a written notice of cancellation to the address of the school shown on the top of the front page of the Enrollment Agreement. Students must indicate your request to cancel and obtain a refund by submitting this by mail, hand delivery, e-mail or facsimile.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by his or her Enrollment Agreement.

Students will be given two Notice of Cancellation forms on the first day of class, but if they choose to cancel, they can use any written notice desired. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails 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 the student. Once the student pays for equipment, it is the student's to keep without further obligation. If the student cancels the Enrollment Agreement, the school will refund any money that he or she paid within 45 days after the notice of cancellation is received, with deductions for equipment not timely returned in good condition and in accordance with the school's refund policy.

**Withdrawal Policy:** Students have the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement. **A withdrawal can take place either by written notice provided by student to the school or by student's conduct, including but not necessarily limited to, student's lack of attendance.** Should student choose to withdraw by written notice, student must complete a Withdrawal form obtained at the Registrar office. Once the form is filled out and signed, it must be taken to the Registrar office, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund.



If a student with an F-1 visa decides to withdraw from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who withdraw from classes.

**Refund Policy:** Student shall be refunded 100% of the amount paid for institutional charges, less a \$150 non-refundable registration fee, if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

**If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable and STRF fee.**

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

In order to obtain a refund, you must fill out a Notice of Refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 45 days after the date of your completion of or withdrawal from Learnet Academy's program, according to Learnet Academy's cancellation, withdrawal, and refund policies.

The refund shall be the amount the students paid for instruction multiplied by a fraction, the numerator of which is the number of clock hours of instruction which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If the student obtained books or equipment, as specified in the Enrollment Agreement as a separate charge, but returned them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge of the books or equipment. If they fail to return books or equipment in good condition within the 30-day period, the school may offset the documented cost for books or equipment exceeding the prorated refund amount against the refund. For a list of these costs, see the list on the front of the Enrollment Agreement and any attachments. **If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.**