



GLEN OAKS COLLEGE

Glen Oaks College
 1660 Chicago Ave Suite N-1
 (951) 683-8300
www.glenoakscollege.edu

**School Performance Fact Sheet
 Calendar Years 2017 & 2018**

Nurse Assistant – 3 Months/189 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	13	13	13	100%
2018	0	0	0	0%

Student 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
2017	13	13	13	13	100%
2018	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this information please see **Career Services**.

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	0	10	10
2018	0	0	0

Single Position Vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduation Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	10	0	10
2018	0	0	0



GLEN OAKS COLLEGE

Glen Oaks College
 1660 Chicago Ave Suite N-1
 (951) 683-8300
www.glenoakscollege.edu

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2018	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or and Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	0	0
2018	0	0

Student Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	10	10	9	1	90%
2018	0	0	0	0	0%

Student Initials: _____ Date: _____

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



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

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

Annual Salary and Wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	10	9	0	9	0	0	0
2018	0	0	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this information please see **Career Services**.

Student Initials: _____ Date: _____

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



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$1,925**. Additional charges may be incurred if the program is not completed on-time. *Program was not offered in 2018.

Student Initials: _____ Date: _____

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

Federal Student Loan Debt

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

Student Initials: _____ Date: _____

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

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

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

Student Name-Print

Student Signature

Date

School Official

Date



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

Definitions:

- “Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within 100% of the published program length with the reporting calendar year and excludes all the students who cancelled during the cancellation period.
- “Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is then 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 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 who the institution has documented verification of employment. For occupations for which the state requires passing an examination, the period of employment must begin within six months period begins after the announcement 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 Students Taking Exam” is the number of students who the first available 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 students who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Exam” is the number of students 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.



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel the Enrollment Agreement you signed for a course of instruction including any equipment, such as books, materials, and supplies, or any- other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You may cancel within seven (7) business days of signing the Enrollment Agreement and receive a full refund of all monies paid. If you cancel subsequent to the seventh-day cancellation period, and before the start date of classes, you will be entitled to a refund of all monies paid less the registration fee of \$75.

Date by which you must exercise your right to cancel or withdraw: ___/___/___

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective on the posted date. The written notice of cancellation need not take any particular form, however expressed, it is effective if it shows that you no longer wish to be bound by your Enrollment Agreement. You will be given a Notice of Cancellation form with this Enrollment Agreement to be used for your convenience.

If the school has given you any equipment, including books or other materials, you shall return it to the school on the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition on the day of cancellation, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation.

REMEMBER: You must cancel in writing. You do not have the right to cancel just by telephoning the School or by not coming to class. Refunds will be impacted by your delay.



GLEN OAKS COLLEGE

Glen Oaks College
 1660 Chicago Ave Suite N-1
 (951) 683-8300
www.glenoakscollege.edu

**School Performance Fact Sheet
 Calendar Years 2017 & 2018**

Pharmacy Technician– 8 Months/720 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	3	3	3	100%
2018	2	0	0	N/A

Student 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
2017	3	3	0	0	0%
2018	2	0	0	0	N/A

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this information please see **Career Services**.

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	0	0	0
2018	0	0	0

Single Position Vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduation Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	0	0	0
2018	0	0	0



GLEN OAKS COLLEGE

Glen Oaks College
 1660 Chicago Ave Suite N-1
 (951) 683-8300
www.glenoakscollege.edu

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2018	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or and Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	0	0
2018	0	0

Student Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	3	0	N/A	N/A	N/A
2018	2	0	N/A	N/A	N/A

Student Initials: _____ Date: _____

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

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

Annual Salary and Wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	3	0	0	0	0	0	0
2018	2	0	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this information please see **Career Services**.

Student Initials: _____ Date: _____

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



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

Cost of Educational Program

Total charges for the program for students completing on-time in 2018: **\$9,475**. Additional charges may be incurred if the program is not completed on-time. *Tuition prior to 9/2017 was **\$15,075**.

Student Initials: _____ Date: _____

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

Federal Student Loan Debt

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

Student Initials: _____ Date: _____

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

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

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

Student Name-Print

Student Signature

Date

School Official

Date



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

Definitions:

- “Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year, and excludes all the students who cancelled during cancellation period.
- “Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is then 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 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 who the institution has documented verification of employment. For occupations for which the state requires passing an examination, the period of employment must begin within six months period begins after the announcement 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 Students 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 students who passed the exam by the number of graduates who took the reported licensing exam.

- “Number Who Passed First Exam” Taken is the number of students 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.



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel the Enrollment Agreement you signed for a course of instruction including any equipment, such as books, materials, and supplies, or any- other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You may cancel within seven (7) business days of signing the Enrollment Agreement and receive a full refund of all monies paid. If you cancel subsequent to the seventh-day cancellation period, and before the start date of classes, you will be entitled to a refund of all monies paid less the registration fee of \$75.

Date by which you must exercise your right to cancel or withdraw: / /

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective on the posted date. The written notice of cancellation need not take any particular form, however expressed, it is effective if it shows that you no longer wish to be bound by your Enrollment Agreement. You will be given a Notice of Cancellation form with this Enrollment Agreement to be used for your convenience.

If the school has given you any equipment, including books or other materials, you shall return it to the school on the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition on the day of cancellation, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation.

REMEMBER: You must cancel in writing. You do not have the right to cancel just by telephoning the School or by not coming to class. Refunds will be impacted by your delay.



GLEN OAKS COLLEGE

Glen Oaks College
 1660 Chicago Ave Suite N-1
 (951) 683-8300
www.glenoakscollege.edu

**School Performance Fact Sheet
 Calendar Years 2017 & 2018**

Medical Assistant – 8 Months/720 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	2	0	0	N/A
2018	2	2	1	50%

Student 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
2017	2	0	0	0	N/A
2018	2	2	2	2	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this information please see **Career Services**.

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	0	0	0
2018	0	2	2

Single Position Vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduation Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	0	0	0
2018	2	2	2



GLEN OAKS COLLEGE

Glen Oaks College
 1660 Chicago Ave Suite N-1
 (951) 683-8300
www.glenoakscollege.edu

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2018	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or and Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	0	0
2018	0	0

Student Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	2	0	N/A	N/A	N/A
2018	2	0	N/A	N/A	N/A

Student Initials: _____ Date: _____

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

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

Annual Salary and Wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	0	0	0	0	0	0	N/A
2018	2	2	0	2	0	0	N/A

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this information please see **Career Services**.



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

Student 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 2018: **\$9,497**. Additional charges may be incurred if the program is not completed on-time. *Tuition prior to 9/2017 was **\$15,075**.

Student Initials: _____ Date: _____

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

Federal Student Loan Debt

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

Student Initials: _____ Date: _____

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

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

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

Student Name-Print

Student Signature

Date

School Official

Date



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

Definitions:

- “Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within 100% the published program within the reporting calendar year and excludes all the students who cancelled during the cancellation period.
- “Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is then 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 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 who the institution has documented verification of employment. For occupations for which the state requires passing an examination, the period of employment must begin within six months period begins after the announcement 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 Students 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.



GLEN OAKS COLLEGE

Glen Oaks College
1660 Chicago Ave Suite N-1
(951) 683-8300
www.glenoakscollege.edu

- “Passage Rate” is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Exam” Taken is the number of students who took and passed the 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:

You have the right to cancel the Enrollment Agreement you signed for a course of instruction including any equipment, such as books, materials, and supplies, or any- other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You may cancel within seven (7) business days of signing the Enrollment Agreement and receive a full refund of all monies paid. If you cancel subsequent to the seventh-day cancellation period, and before the start date of classes, you will be entitled to a refund of all monies paid less the registration fee of \$75.

Date by which you must exercise your right to cancel or withdraw: / /

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective on the posted date. The written notice of cancellation need not take any particular form, however expressed, it is effective if it shows that you no longer wish to be bound by your Enrollment Agreement. You will be given a Notice of Cancellation form with this Enrollment Agreement to be used for your convenience.

If the school has given you any equipment, including books or other materials, you shall return it to the school on the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition on the day of cancellation, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation.

REMEMBER: You must cancel in writing. You do not have the right to cancel just by telephoning the School or by not coming to class. Refunds will be impacted by your delay.