

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

**NURSE ASSISTANT – 160 Clock Hours (20) Days**

**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	87	87	82	94%
2017	104	104	102	98%

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	87	87	0	0%
2017	104	104	0	0%

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

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

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

**Job Placement Rates includes data for the two calendar years prior to reporting)**

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	87	82	82	73	89%
2017	104	102	102	96	94%

You may obtain from Windsor School of Nursing Assistant a list of the employment positions determined to be in the field received education and training. Please contact Windsor School of Nursing Program Director.

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

**Part-Time vs Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	14	59	73
2017	24	72	96

**Single Position vs Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	73	0	73
2017	96	0	96

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	23	23
2017	0	0

**Institutional Employment**

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

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

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

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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

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

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	82	80	80	0	100%
2017	102	102	96	6	94%

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

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

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 -\$20,000	\$20,001 \$25,000	\$25,001 \$30,000	\$30,001 \$35,000	No Salary Information Reported
2016	82	73	14	47	5	7	0
2017	102	96	24	52	8	12	0

A list of sources used to substantiate salary disclosures is available from the school. Please contact Windsor School of Nursing Program Director.

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: \$1, 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

Windsor School of Nursing Assistants are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **“STUDENT’S RIGHT TO CANCEL”**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.

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

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

### **Refund Information:**

- **If the school cancelled due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a full refund of the registration fees or if any tuition fees paid. **The student does not have to complete cancellation form and not subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms cannot be refunded once purchased from the school.
- If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.

- If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.
- If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.
  - “The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”
  - The student may not be eligible for any federal student financial aid at another institution or other government **financial** assistance until the loan is re-paid.

I charges if the student cancels an enrollment or withdraws during a period of attendance.

- Any student who had completed 60% or less of instruction cancelled or withdraw and had paid the full amount of tuition fee of \$1,500.00, the student will receive a pro rata refund.

**For example:** The student completes 96 hours of a 224 hours NA, HHA, RNA course paid \$2,290.00 tuition.

**Step 1:**

\$2,290.00	(tuition fee paid)
x 96	(60% of clock hours of instruction attended)
219,840	
<u>/224</u>	(Amount for 160 clock hours of instruction for which the student has paid Refund Amount.)
\$ 981.43	(calculated amount for hours attended)

**Step 2:**

\$2,290.00	(course fee)
<u>-\$981.43</u>	(calculated amount for hours attended)
\$1,308.57	(REFUND to the student)

- Any student may receive a refund of unearned institutiona



55% of clock hours instruction attended)

\*However, if the student completed 55% of instruction cancelled or withdraw, and only had paid \$763.00 tuition fee, the student will owe the institution.

**For example:**

The student completes 88 hours of a 224 hours NA course paid \$763.00 tuition.

**Step 1:**

$\frac{\$2,290}{224} =$   
 $\underline{\$10.223}$  (total institution charge/the number of hours in the program = class rate (per hour))

\$10.223  
 (class rate (per hour))  
 $\times \quad 88$   
 \_\_\_\_\_ (55% of clock hours of instruction attended) \_\_\_\_\_  
 \$899.62  
 (student's total amount of

**Step 2:**

\$899.62 (student's total amount of 55% of clock hours instruction attended)  
 $\underline{-\$763.00}$  (student tuition fee paid)  
 \$136.62 (Total amount of the student owed to the school)

***A refund will be paid within 45 days of the cancellation date.***

**“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)”**

**“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:**

**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400  
 Sacramento, CA. 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
 Toll free (888) 370-7589 / (916) 431 -6959  
 Fax No. (916)263 – 1897

***“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact***

Sheet relating to completion rates, placement rates, license

examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement”

Student Initial:

Date:

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School

Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet”

Student Initial: \_\_\_\_\_ Date: \_\_\_\_\_

The period covered by the enrollment agreement starts when it is signed up to the last day of the program. Students who are eligible for leave of absence will need to sign an additional enrollment agreement.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.”

\_\_\_\_\_  
Student’s Name (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

To cancel this agreement for school, mail or deliver a signed and dated copy of this notice, or any other written notice to the following address:

Windsor School of Nursing  
18780 E. Amar Rd., Suite 203  
Walnut, CA 91789  
(626) 810 – 0058

**NOTICE OF CANCELLATION**

DATE OF ENROLLMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF CANCELLATION

: \_\_\_\_\_  
\_\_\_\_\_

DATE OF FIRST CLASS SESSION: \_\_

\_\_\_\_\_  
\_\_\_\_\_

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.

**REMEMBER:**

- **YOU MUST CANCEL IN WRITING.** Cancellation by phone, not attending the class, email, or text will not consider or approve to cancel the program.
- Refer to “Student’s Right to Cancel” about the refund policy.
- Refund is within the 45 days of the date the school received the cancellation form.

\_\_\_\_\_  
Student’s Name (Printed Name)  
Date

\_\_\_\_\_  
Student’s Signature  
Date

\_\_\_\_\_  
Signature of School Official  
Date

**“Any questions a student may have regarding this enrollment agreement that**

have not been satisfactorily answered by the institution may be directed to the Bureau for Private

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 Sacramento, CA. 95833

P.O. Box 980818, West

Sacramento, CA 95798- 0818

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

Toll free (888) 370-7589 / (916) 431 -6959

Fax No. (916)263 – 1897

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

**HOME HEALTH AIDE – 40 Hours (5) Days**

**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	25	100%

'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	0	0%
2017	37	37	0	0%

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

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

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

**Job Placement Rates includes data for the two calendar years prior to reporting)**

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	25	25	25	24	96%
2017	37	37	37	35	94%

You may obtain from Windsor School of Nursing Assistant a list of the employment positions determined to be in the field received education and training. Please contact Windsor School of Nursing Program Director.

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

**Part-Time vs Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	7	17	24
2017	13	22	35

**Single Position vs Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	24	0	24
2017	35	0	35

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	24
2017	0	35

**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	24
2017	0	35

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

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

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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

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

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	25	25	25	0	100%
2017	37	37	37	0	100%

Licensure examination passage data is available from Windsor School of Nursing Assistants administering the examination.

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

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,001	\$20,001	\$25,001	\$30,001	No Salary Information Reported
			\$25,000	\$25,000	\$30,000	\$35,000	
2016	25	24	7	16	0	1	0
2017	37	35	11	21	0	3	0

A list of sources used to substantiate salary disclosures is available from the school. Please contact Windsor School of Nursing Program Director.

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: \$ 495.00 Additional charges may be incurred if the program is not completed on-time.

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

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

### Federal Student Loan Debt

Windsor School of Nursing Assistants are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### Definitions

- "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”**

**The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.**

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

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

### **Refund Information:**

- **If the school cancelled due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a full refund of the registration fees or if any tuition fees paid. **The student does not have to complete cancellation form and not subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms cannot be refunded once purchased from the school.
- If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.



55% of clock hours instruction attended)

\*However, if the student completed 55% of instruction cancelled or withdraw, and only had paid \$763.00 tuition fee, the student will owe the institution.

**For example:**

The student completes 88 hours of a 224 hours NA course paid \$763.00 tuition.

**Step 1:**

$\frac{\$2,290}{224} =$   
 $\$10.223$  (total institution charge/the number of hours in the program = class rate (per hour))

\$10.223  
 (class rate (per hour))  
 $\times \quad 88$   
 \_\_\_\_\_ (55% of clock hours of instruction attended)\_\_\_  
 \$899.62

(student's total amount of

**Step 2:**

\$899.62 (student's total amount of 55% of clock hours instruction attended)  
 -\$763.00 (student tuition fee paid)  
 -----  
 \$136.62 (Total amount of the student owed to the school)

***A refund will be paid within 45 days of the cancellation date.***

**“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)”**

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***“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact***

Sheet relating to completion rates, placement rates, license

examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement”

Student Initial: \_\_\_\_\_

Date: \_\_\_\_\_

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School

**Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet”**

Student Initial: \_\_\_\_\_ Date: \_\_\_\_\_

The period covered by the enrollment agreement starts when it is signed up to the last day of the program. Students who are eligible for leave of absence will need to sign an additional enrollment agreement.

**However, no claim can be paid to any student without a social security number or a taxpayer identification number.**

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.”

\_\_\_\_\_  
Student’s Name (Printed Name)  
Date

\_\_\_\_\_  
Student’s Signature  
Date

\_\_\_\_\_  
Signature of School Official  
Date

To cancel this agreement for school, mail or deliver a signed and dated copy of this notice, or any other written notice to the following address:

Windsor School of Nursing  
18780 E. Amar Rd., Suite 203  
Walnut, CA 91789  
(626) 810 – 0058

**NOTICE OF CANCELLATION**

DATE OF ENROLLMENT:

\_\_\_\_\_  
\_\_\_\_\_

DATE OF CANCELLATION

: \_\_\_\_\_  
\_\_\_\_\_

DATE OF FIRST CLASS SESSION: \_\_

\_\_\_\_\_  
\_\_\_\_\_

**The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.**

**REMEMBER:**

- **YOU MUST CANCEL IN WRITING.** Cancellation by phone, not attending the class, email, or text will not consider or approve to cancel the program.
- Refer to “Student’s Right to Cancel” about the refund policy.
- Refund is within the 45 days of the date the school received the cancellation form.

\_\_\_\_\_  
Student’s Name (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to

the Bureau for Private Postsecondary Education at:  
**Bureau for Private Postsecondary Education**

At: 2535 Capitol Oaks Drive, Suite 400  
 Sacramento, CA. 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818

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

Toll free (888) 370-7589 / (916) 431 -6959

Fax No. (916)263 – 1897

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

**RESTORATIVE NURSE ASSISTANT – 24 Clock Hours (3) Days**

**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	19	19	19	100%
2017	21	21	21	100%

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	19	19	0	0%
2017	21	21	0	0%

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

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

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



**Job Placement Rates *includes data for the two calendar years prior to reporting***

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	19	19	19	19	100%
2017	21	21	21	21	100%

You may obtain from Windsor School of Nursing Assistant a list of the employment positions determined to be in the field received education and training. Please contact Windsor School of Nursing Program Director.

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

**Part-Time vs Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	4	15	19
2017	7	14	21

**Single Position vs Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	19	0	19
2017	21	0	21

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	19
2017	0	21

**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	19
2017	0	21

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

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

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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

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

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

\*RESTORATIVE NURSE ASSISTANT PROGRAM DOES NOT LEAD TO AN OCCUPATION THAT REQUIRES LICENSING. THEREFORE, NO EXAMINATION PASSAGE RATE WAS INDICATED.

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

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000	\$20,001	\$25,001	\$30,001	No Salary Information Reported
			\$20,000	\$25,000	\$30,000	\$35,000	
2016	19	19	4	10	0	5	0
2017	21	21	7	8	0	6	0

A list of sources used to substantiate salary disclosures is available from the school. Please contact Windsor School of Nursing Program Director.

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: \$495.00 Additional charges may be incurred if the program is not completed on-time.

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

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

### Federal Student Loan Debt

Windsor School of Nursing Assistants are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **“STUDENT’S RIGHT TO CANCEL”**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day (7) after enrollment, whichever is later.

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

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

### **Refund Information:**

- **If the school cancelled due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a full refund of the registration fees or if any tuition fees paid. **The student does not have to complete cancellation form and not subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms cannot be refunded once purchased from the school.
- If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.

- If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.
- If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.
  - “The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”
  - The student may not be eligible for any federal student financial aid at another institution or other government **financial** assistance until the loan is re-paid.
- Any student who had completed 60% or less of instruction cancelled or withdraw and had paid the full amount of tuition fee of \$1,500.00, the student will receive a pro rata refund.
- Any student may receive a refund of unearned institutional charges if the student cancels an enrollment or withdraws during a period of attendance.

**For example:** The student completes 96 hours of a 224 hours NA, HHA, RNA course paid \$2,290.00 tuition.

**Step 1:**

\$2,290.00	(tuition fee paid)
x <u>96</u>	(60% of clock hours of instruction attended)
219,840	
<u>/224</u>	(Amount for 160 clock hours of instruction for which the student has paid Refund Amount.)
\$ 981.43	(calculated amount for hours attended)

**Step 2:**

\$2,290.00	(course fee)
<u>-\$981.43</u>	(calculated amount for hours attended)
\$1,308.57	(REFUND to the student)

\*However, if the student completed 55% of instruction cancelled or withdraw, and only had paid \$763.00 tuition fee, the student will owe the institution.

**For example:** The student completes 88 hours of a 224 hours NA course paid \$763.00 tuition.

**Step 1:**

$\$2,290/224 = \$10.223$  (total institution charge/the number of hours in the program = class rate (per hour))

\$10.223	(class rate (per hour))
x 88	(55% of clock hours of instruction attended)
<hr/>	
\$899.62	(student's total amount of 55% of clock hours instruction attended)

**Step 2:**

\$899.62	(student's total amount of 55% of clock hours instruction attended)
<hr/>	
-\$763.00	(student tuition fee paid)
<hr/>	
\$136.62	(Total amount of the student owed to the school)

***A refund will be paid within 45 days of the cancellation date.***

**“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)”**

**“Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:**

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA. 95833  
P.O. Box 980818, West Sacramento, CA 95798- 0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll free (888) 370-7589 / (916) 431 -6959  
Fax No. (916)263 – 1897

***“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this***



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***institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license***

***examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement”***

**Student Initial: \_\_\_\_\_ Date: \_\_\_\_\_**

***“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet”***

**Student Initial: \_\_\_\_\_ Date: \_\_\_\_\_**

The period covered by the enrollment agreement starts when it is signed up to the last day of the program. Students who are eligible for leave of absence will need to sign an additional enrollment agreement.

**However, no claim can be paid to any student without a social security number or a taxpayer identification number.**

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s s cancellation and refund policies have been clearly explained to me.”

\_\_\_\_\_  
Student’s Name (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

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**NOTICE OF CANCELLATION**

DATE OF ENROLLMENT: \_\_\_\_\_

DATE OF CANCELLATION: \_\_\_\_\_

DATE OF FIRST CLASS SESSION: \_\_\_\_\_

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**REMEMBER:**

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- Refer to “Student’s Right to Cancel” about the refund policy.
- Refund is within the 45 days of the date the school received the cancellation form.

\_\_\_\_\_  
Student’s Name (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

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Fax No. (916)263 – 1897

Published: January 29, 2019

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**WINDSOR SCHOOL OF NURSING ASSISTANTS**  
**18780 AMAR ROAD, SUITE 203, WALNUT, CA 91789**  
**PHONE: (626) 810-0058 FAX: (626) 814-3242**  
[www.windsorschoolofnursing.com](http://www.windsorschoolofnursing.com)

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