

## School Performance Fact Sheet Calendar Years 2017 and 2018

**Program Name: CAD/BIM Technology Certificate Program**  
**Program Length: 12 months**

### On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	12	12	8	67%
2018	10	10	8	80%

**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
2017	12	8	6	5	83%
2018	10	8	8	7	88%

You may obtain a list of the employment positions determined to be in the field for the training you received from VDCI. To request this information, please email [careers@vdc.edu](mailto:careers@vdc.edu).

## Gainfully Employed Categories

### Part-Time v 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	1	4	5
2018	1	6	7

### Single Position v 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
2017	5	0	5
2018	6	0	7

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	1	5
2018	1	7

## 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
2017	0	5
2018	0	7

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

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This program may result in self-employment or freelance work:

- 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 workday 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:** \_\_\_\_\_

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

## License Examination Passage Rates

Not Applicable. There are not any legally required license examinations which are required for the programs offered by this Institution.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed 1 <sup>st</sup> Available Exam	Number Who Failed 1 <sup>st</sup> Available Exam	Passage Rate
2017	8	N/A	N/A	N/A	N/A
2018	8	N/A	N/A	N/A	N/A

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

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

## Salary and Wage Information

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$55,001 - \$60,000	No Salary Information Reported
2017	6	5	1	0	0	0	4
2018	8	7	2	0	0	0	5

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

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

A list of sources used to substantiate salary disclosures is available from the school. To request this information, please email [registrar@vdc i.edu](mailto:registrar@vdc i.edu).



virtual design & construction institute

3904 Groton Street San Diego California 92110 619-758-9300 learn@vdc.edu

Practical Applications Taught by Practicing Professionals



## Cost of Educational Program

Total charges for the program for students completing the program on-time in 2017: \$5,465.00  
Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing the program on-time in 2018: \$5,465.00  
Additional charges may be incurred if the program is not completed on-time.

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

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

## Federal Student Loan Debt

Students at Virtual Design and Construction Institute | cadteacher 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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This fact sheet is filed by the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, 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.

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**Student Name - Print**

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**Student Signature**

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**Date**

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**School Official**

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**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**

If a vocational student chooses to withdraw from the program, VDCI allows the following methods of informing the institution:

1. Written communication via e-mail sent to: Registrar@vdc.edu - This email should include the student's name, the course(s) to be canceled, the name of the instructor(s) and the reason for the cancelation. This e-mail should also inform VDCI whether the student wishes to request a refund or to reschedule the course. Written communication, including this information, can also be sent to the student's instructor(s). The instructor will communicate this information to the Program Manager and Academic Manager.

2. Verbal communication (phone or in-person) made to the Program Manager or the Academic Manager. Note: To ensure efficiency and the accurate record of the student's Date of Determination, verbal notice of cancelation cannot be made to instructors.

Students enrolled in a technology certificate program, an avocational bundle, or a solitary course have the right to cancel their enrollment agreement at any time. The eligibility of a full or partial refund will be determined and calculated based on the VDCI Refund Policy (included in this agreement and within the VDCI catalog).

### **Withdrawal from The Program**

A student may withdraw from the program or individual course(s) at any time. If a student provides notice of cancellation or has been terminated or withdrawn by the institute prior to the conclusion of the eleventh (11th) day of class and has completed 20% of the course assignments or less, they shall receive a refund of 100% of the amount paid for institutional charges for the active course, less the \$50.00 Technology Certificate application/registration fee and/or itemized, non-refundable fees.

If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 8th, 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who are withdrawn after the 11th day of the course, who have demonstrated any documented course participation, will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will only be charged any applicable and/or itemized fees.

NOTE: Logging in to the LMS or accessing course materials are not considered IDL course participation. A student's Last Day of Attendance (LDA) is the last day in which they completed an assignment, contacted their instructor for academic assistance, posted on a discussion forum, etc. If a student's sole activity in a course includes logging in or accessing materials, their LDA is the last day of the most recent course they completed, regardless of their academic grade in that course.

VDCI has developed a cancellation and refund policy which favors the students and grants greater leniency than that which is required by ACCET and state regulations. Cancellations can be effectuated due to: (a) "No show"/student never began their Course, Bundle or Program; (b) Rejection of an applicant by the institution; (c) Program cancellation by the institution; (d) Cancellation by a student during the VDCI-established cancellation period; (e) Any violation, as determined by the institution, of the Student Code of Conduct; or (f) A consistent failure to demonstrate academic progress as listed in the student Satisfactory Academic Progress (SAP) policy.

For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by the average course cost (the total program cost divided by the recommended number of courses necessary for completion). If that result, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money paid to VDCI, the student is entitled to a refund.

If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.



## School Performance Fact Sheet Calendar Years 2017 and 2018

**Program Name: CAD Technology Certificate Program**  
**Program Length: 9 months**

### On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	2	2	2	100%
2018	4	4	2	50%

**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
2017	2	2	2	2	100%
2018	4	2	2	1	50%

You may obtain a list of the employment positions determined to be in the field for the training you received from VDCI. To request this information, please email [careers@vdc.edu](mailto:careers@vdc.edu).

## Gainfully Employed Categories

### Part-Time v 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	2	2
2018	0	1	1

### Single Position v 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
2017	2	0	2
2018	1	0	1

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	2
2018	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
2017	0	2
2018	0	1

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

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This program may result in self-employment or freelance work:

- 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 workday or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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## License Examination Passage Rates

Not Applicable. There are not any legally required license examinations which are required for the programs offered by this Institution.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed 1 <sup>st</sup> Available Exam	Number Who Failed 1 <sup>st</sup> Available Exam	Passage Rate
2017	2	N/A	N/A	N/A	N/A
2018	2	N/A	N/A	N/A	N/A

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

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## Salary and Wage Information

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	2	2	0	1	0	0	1
2018	2	1	0	0	0	0	1

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

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A list of sources used to substantiate salary disclosures is available from the school. To request this information, please email [registrar@vdc i.edu](mailto:registrar@vdc i.edu).



virtual design & construction institute

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## Cost of Educational Program

Total charges for the program for students completing the program on-time in 2017: \$3,205.00  
Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing the program on-time in 2018: \$3,205.00  
Additional charges may be incurred if the program is not completed on-time.

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

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## Federal Student Loan Debt

Students at Virtual Design and Construction Institute | cadteacher are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

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

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**Student Name - Print**

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**Student Signature**

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**Date**

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**School Official**

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**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**

If a vocational student chooses to withdraw from the program, VDCI allows the following methods of informing the institution:

1. Written communication via e-mail sent to: Registrar@vdc.edu -This email should include the student's name, the course(s) to be canceled, the name of the instructor(s) and the reason for the cancelation. This e-mail should also inform VDCI whether the student wishes to request a refund or to reschedule the course. Written communication, including this information, can also be sent to the student's instructor(s). The instructor will communicate this information to the Program Manager and Academic Manager.

2. Verbal communication (phone or in-person) made to the Program Manager or the Academic Manager. Note: To ensure efficiency and the accurate record of the student's Date of Determination, verbal notice of cancelation cannot be made to instructors.

Students enrolled in a technology certificate program, an avocational bundle, or a solitary course have the right to cancel their enrollment agreement at any time. The eligibility of a full or partial refund will be determined and calculated based on the VDCI Refund Policy (included in this agreement and within the VDCI catalog).

### **Withdrawal from The Program**

A student may withdraw from the program or individual course(s) at any time. If a student provides notice of cancellation or has been terminated or withdrawn by the institute prior to the conclusion of the eleventh (11th) day of class and has completed 20% of the course assignments or less, they shall receive a refund of 100% of the amount paid for institutional charges for the active course, less the \$50.00 Technology Certificate application/registration fee and/or itemized, non-refundable fees.

If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 8th, 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who are withdrawn after the 11th day of the course, who have demonstrated any documented course participation, will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will only be charged any applicable and/or itemized fees.

NOTE: Logging in to the LMS or accessing course materials are not considered IDL course participation. A student's Last Day of Attendance (LDA) is the last day in which they completed an assignment, contacted their instructor for academic assistance, posted on a discussion forum, etc. If a student's sole activity in a course includes logging in or accessing materials, their LDA is the last day of the most recent course they completed, regardless of their academic grade in that course.

VDCI has developed a cancellation and refund policy which favors the students and grants greater leniency than that which is required by ACCET and state regulations. Cancellations can be effectuated due to: (a) "No show"/student never began their Course, Bundle or Program; (b) Rejection of an applicant by the institution; (c) Program cancellation by the institution; (d) Cancellation by a student during the VDCI-established cancellation period; (e) Any violation, as determined by the institution, of the Student Code of Conduct; or (f) A consistent failure to demonstrate academic progress as listed in the student Satisfactory Academic Progress (SAP) policy.

For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by the average course cost (the total program cost divided by the recommended number of courses necessary for completion). If that result, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money paid to VDCI, the student is entitled to a refund.

If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.

## School Performance Fact Sheet Calendar Years 2017 and 2018

**Program Name: BIM Technology Certificate Program**  
**Program Length: 9 months**

### On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	2	2	2	100%
2018	5	4	3	75%

**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 the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	2	2	2	2	100%
2018	5	3	2	1	50%

You may obtain a list of the employment positions determined to be in the field for the training you received from VDCI. To request this information, please email [careers@vdc.edu](mailto:careers@vdc.edu).

## Gainfully Employed Categories

### Part-Time v 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	2	2
2018	0	1	1

### Single Position v 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
2017	2	0	2
2018	1	0	1

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	2
2018	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
2017	0	2
2018	0	1

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

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

This program may result in self-employment or freelance work:

- 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 workday 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:** \_\_\_\_\_

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

## License Examination Passage Rates

Not Applicable. There are not any legally required license examinations which are required for the programs offered by this Institution.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed 1 <sup>st</sup> Available Exam	Number Who Failed 1 <sup>st</sup> Available Exam	Passage Rate
2017	2	N/A	N/A	N/A	N/A
2018	3	N/A	N/A	N/A	N/A

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

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

## Salary and Wage Information

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$40,001 - \$45,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$75,000	No Salary Information Reported
2017	2	2	0	0	0	1	1
2018	2	1	0	0	0	0	1

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

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

A list of sources used to substantiate salary disclosures is available from the school. To request this information, please email [registrar@vdc i.edu](mailto:registrar@vdc i.edu).



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**cadteacher**

## Cost of Educational Program

Total charges for the program for students completing the program on-time in 2017: \$4,385.00  
Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing the program on-time in 2018: \$4,385.00  
Additional charges may be incurred if the program is not completed on-time.

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

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

## Federal Student Loan Debt

Students at Virtual Design and Construction Institute | cadteacher 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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virtual design & construction institute

3904 Groton Street San Diego California 92110 619-758-9300 learn@vdc.edu

Practical Applications Taught by Practicing Professionals



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

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**Student Name - Print**

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**Student Signature**

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**Date**

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**School Official**

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**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**

If a vocational student chooses to withdraw from the program, VDCI allows the following methods of informing the institution:

1. Written communication via e-mail sent to: Registrar@vdc.edu -This email should include the student's name, the course(s) to be canceled, the name of the instructor(s) and the reason for the cancelation. This e-mail should also inform VDCI whether the student wishes to request a refund or to reschedule the course. Written communication, including this information, can also be sent to the student's instructor(s). The instructor will communicate this information to the Program Manager and Academic Manager.

2. Verbal communication (phone or in-person) made to the Program Manager or the Academic Manager. Note: To ensure efficiency and the accurate record of the student's Date of Determination, verbal notice of cancelation cannot be made to instructors.

Students enrolled in a technology certificate program, an avocational bundle, or a solitary course have the right to cancel their enrollment agreement at any time. The eligibility of a full or partial refund will be determined and calculated based on the VDCI Refund Policy (included in this agreement and within the VDCI catalog).

### **Withdrawal from The Program**

A student may withdraw from the program or individual course(s) at any time. If a student provides notice of cancellation or has been terminated or withdrawn by the institute prior to the conclusion of the eleventh (11th) day of class and has completed 20% of the course assignments or less, they shall receive a refund of 100% of the amount paid for institutional charges for the active course, less the \$50.00 Technology Certificate application/registration fee and/or itemized, non-refundable fees.

If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 8th, 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who are withdrawn after the 11th day of the course, who have demonstrated any documented course participation, will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will only be charged any applicable and/or itemized fees.

NOTE: Logging in to the LMS or accessing course materials are not considered IDL course participation. A student's Last Day of Attendance (LDA) is the last day in which they completed an assignment, contacted their instructor for academic assistance, posted on a discussion forum, etc. If a student's sole activity in a course includes logging in or accessing materials, their LDA is the last day of the most recent course they completed, regardless of their academic grade in that course.

VDCI has developed a cancellation and refund policy which favors the students and grants greater leniency than that which is required by ACCET and state regulations. Cancellations can be effectuated due to: (a) "No show"/student never began their Course, Bundle or Program; (b) Rejection of an applicant by the institution; (c) Program cancellation by the institution; (d) Cancellation by a student during the VDCI-established cancellation period; (e) Any violation, as determined by the institution, of the Student Code of Conduct; or (f) A consistent failure to demonstrate academic progress as listed in the student Satisfactory Academic Progress (SAP) policy.

For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by the average course cost (the total program cost divided by the recommended number of courses necessary for completion). If that result, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money paid to VDCI, the student is entitled to a refund.

If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.



## School Performance Fact Sheet Calendar Years 2017 and 2018

**Program Name: Civil 3D Technology Certificate Program**  
**Program Length: 9 months**

### On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	2	2	2	100%
2018	4	2	1	50%

**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
2017	2	2	1	1	100%
2018	4	1	1	1	100%

You may obtain a list of the employment positions determined to be in the field for the training you received from VDCI. To request this information, please email [careers@vdc.edu](mailto:careers@vdc.edu).

## Gainfully Employed Categories

### Part-Time v 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	1	1
2018	0	1	1

### Single Position v 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
2017	1	0	1
2018	1	0	1

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	1
2018	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
2017	0	1
2018	0	1

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

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This program may result in self-employment or freelance work:

- 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 workday or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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### License Examination Passage Rates

Not Applicable. There are not any legally required license examinations which are required for the programs offered by this Institution.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed 1 <sup>st</sup> Available Exam	Number Who Failed 1 <sup>st</sup> Available Exam	Passage Rate
2017	2	N/A	N/A	N/A	N/A
2018	1	N/A	N/A	N/A	N/A

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

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### Salary and Wage Information

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000	\$50,001 - \$55,000	\$55,001 - \$60,000	No Salary Information Reported
2017	1	0	0	0	1	0	0
2018	1	0	0	0	0	0	1

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

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A list of sources used to substantiate salary disclosures is available from the school. To request this information, please email [registrar@vdc.edu](mailto:registrar@vdc.edu).



virtual design & construction institute

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## Cost of Educational Program

Total charges for the program for students completing the program on-time in 2017: \$3,150.00  
Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing the program on-time in 2018: \$3,150.00  
Additional charges may be incurred if the program is not completed on-time.

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

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## Federal Student Loan Debt

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

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

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

## Definitions

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If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 8th, 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

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For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

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If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.



## School Performance Fact Sheet Calendar Years 2017 and 2018

**Program Name: Digital Arts / Visualization Technology Certificate Program**  
**Program Length: 9 months**

### On-Time Completion Rates (Graduation Rates)

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

**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
2017	0	0	0	0	N/A
2018	1	0	0	0	N/A

You may obtain a list of the employment positions determined to be in the field for the training you received from VDCI. To request this information, please email [careers@vdc.edu](mailto:careers@vdc.edu).

## Gainfully Employed Categories

### Part-Time v 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 v 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
2017	0	0	0
2018	0	0	0

### 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 an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2017	0	0
2018	0	0

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

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This program may result in self-employment or freelance work:

- 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 workday or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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## License Examination Passage Rates

Not Applicable. There are not any legally required license examinations which are required for the programs offered by this Institution.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed 1 <sup>st</sup> Available Exam	Number Who Failed 1 <sup>st</sup> Available Exam	Passage Rate
2017	0	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A

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

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## Salary and Wage Information

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0

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

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virtual design & construction institute

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## Cost of Educational Program

Total charges for the program for students completing the program on-time in 2017: \$3,070.00  
Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing the program on-time in 2018: \$3,070.00  
Additional charges may be incurred if the program is not completed on-time.

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

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**Student Name - Print**

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**Student Signature**

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**Date**

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**School Official**

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**Date**

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1. Written communication via e-mail sent to: Registrar@vdc.edu -This email should include the student's name, the course(s) to be canceled, the name of the instructor(s) and the reason for the cancelation. This e-mail should also inform VDCI whether the student wishes to request a refund or to reschedule the course. Written communication, including this information, can also be sent to the student's instructor(s). The instructor will communicate this information to the Program Manager and Academic Manager.

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Students enrolled in a technology certificate program, an avocational bundle, or a solitary course have the right to cancel their enrollment agreement at any time. The eligibility of a full or partial refund will be determined and calculated based on the VDCI Refund Policy (included in this agreement and within the VDCI catalog).

### **Withdrawal from The Program**

A student may withdraw from the program or individual course(s) at any time. If a student provides notice of cancellation or has been terminated or withdrawn by the institute prior to the conclusion of the eleventh (11th) day of class and has completed 20% of the course assignments or less, they shall receive a refund of 100% of the amount paid for institutional charges for the active course, less the \$50.00 Technology Certificate application/registration fee and/or itemized, non-refundable fees.

If a student is withdrawn beyond the first day but within the first seven (7) days of the course and has completed more than 20% of course assignments, they will be charged 10% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who have completed more than 20% of the course and are withdrawn on the 8th, 9th, 10th, or 11th day of class will be charged 50% of the course tuition in addition to any applicable and/or non-refundable fees.

Students who are withdrawn after the 11th day of the course, who have demonstrated any documented course participation, will not be entitled to a refund.

Students with no course activity and no reciprocated communication to VDCI's efforts will be automatically withdrawn from the course at the conclusion of the 12th day and will only be charged any applicable and/or itemized fees.

NOTE: Logging in to the LMS or accessing course materials are not considered IDL course participation. A student's Last Day of Attendance (LDA) is the last day in which they completed an assignment, contacted their instructor for academic assistance, posted on a discussion forum, etc. If a student's sole activity in a course includes logging in or accessing materials, their LDA is the last day of the most recent course they completed, regardless of their academic grade in that course.

VDCI has developed a cancellation and refund policy which favors the students and grants greater leniency than that which is required by ACCET and state regulations. Cancellations can be effectuated due to: (a) "No show"/student never began their Course, Bundle or Program; (b) Rejection of an applicant by the institution; (c) Program cancellation by the institution; (d) Cancellation by a student during the VDCI-established cancellation period; (e) Any violation, as determined by the institution, of the Student Code of Conduct; or (f) A consistent failure to demonstrate academic progress as listed in the student Satisfactory Academic Progress (SAP) policy.

For their Program, if the student has a credit balance on the account for courses which have been prepaid but not taken, that amount will be refunded within 45 days of a student's Date of Determination.

This refund calculation is determined by taking the number of courses completed and multiplying that number by the average course cost (the total program cost divided by the recommended number of courses necessary for completion). If that result, when added to any additional itemized and non-refundable fees or partial tuition charges, is lower than the total of money paid to VDCI, the student is entitled to a refund.

If the student owes a debt, that debt will be appropriately charged according to the payment agreement.

This refund policy conforms with the California Education Code CEC 94911(e)(1). Students who cancel their program with a debt on their account will be held responsible for the payment of any remaining funds in accordance with the signed payment agreement.