

**LOGO**

**WINDSOR SCHOOL OF NURSING ASSISTANTS**  
18780 E. Amar Rd., Suite 203, Walnut, CA 91789  
Phone #:(626)810-0058 Fax #:(626)810-0086  
[www.windsorschoolnursing.com](http://www.windsorschoolnursing.com)

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**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS  
2017 & 2018**

**NURSING 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
2017	104	104	102	98%
2018	117	117	110	94%

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

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

**150% TABLE OPTIONAL ↓**

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
20XV				
20XW				
**20XX				
**20XY				

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

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

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**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
2017	104	102	102	96	94%
2018	117	110	110	100	90%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **Please contact Windsor School of Nursing Assistants 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
2017	24	72	96
2018	26	74	100

**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
2017	96	0	96
2018	100	0	100

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**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2017	0	96
2018	0	100

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
2017	0	96
2018	0	100

**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: \_\_\_\_\_**

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate

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

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

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**OR**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2017	102	102	96	6	94%
2018	110	110	102	8	92%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 14 graduates.

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	102	96	24	52	8	12	0
2018	110	100	20	64	6	10	0

A list of sources used to substantiate salary disclosures is available from the school. **Please contact Windsor School of Nursing Assistants 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: \$18,315.00**

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in **2018: \$19,305.00**

Total charges may be higher for students that do not complete on time.

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

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**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

**WINDSOR SCHOOL OF NURSING ASSISTANTS is eligible, but chooses not to participate in federal student aid programs .  
Therefore, students who attend this institution do not have federal student loans.**

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

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

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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [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.

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- “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.

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**STUDENT'S RIGHT TO CANCEL**

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15spacing.
  - Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

*[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS]*

### **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:

o If the school re-scheduled a class 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 refund of the tuition fees paid except for the registration fees. The student must complete cancellation form and subject to 45 days refund.

o 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.

o 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.

o 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.

o 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 th 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.

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- (a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.
- (b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
- (c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
  - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
  - (2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- (d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".
- (e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
- (f) "The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885, 94919 and 94920, Education Code.

Student's Initial \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS**  
**2017 & 2018**

**HOME HEALTH AIDE- 40 Clock 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
2017	37	37	37	100%
2018	40	40	39	97%

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

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

**150% TABLE OPTIONAL ↓**

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
20XV				
20XW				
**20XX				
**20XY				

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

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

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**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
2017	37	37	37	35	94%
2018	40	40	40	39	97%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **Please contact Windsor School of Nursing Assistants 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
2017	13	22	35
2018	10	29	39

**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
2017	35	0	35
2018	39	0	39

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**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2017	0	35
2018	0	39

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
2017	0	35
2018	0	39

**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.

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate

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

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

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**OR**

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

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 14 graduates.

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	No Salary Information Reported
2017	37	35	11	21	0	3	0
2018	39	39	7	26	0	6	0

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

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

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**Cost of Educational Program**

Total charges for the program for students completing on time in **2017: \$18,315.00**

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in **2018: \$19,305.00**

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**WINDSOR SCHOOL OF NURSING ASSISTANTS is eligible, but chooses not to participate in federal student aid programs .**  
**Therefore, students who attend this institution do not have federal student loans.**

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

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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.
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- “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.
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**STUDENT'S RIGHT TO CANCEL**

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15spacing.
  - Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

*[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS]*

### **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:

o If the school re-scheduled a class 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 refund of the tuition fees paid except for the registration fees. The student must complete cancellation form and subject to 45 days refund.

o 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.

o 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.

o 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.

o 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.

**LOGO**

**WINDSOR SCHOOL OF NURSING ASSISTANTS**  
**18780 E. Amar Rd., Suite 203, Walnut, CA 91789**  
**Phone #:(626)810-0058 Fax #:(626)810-0086**  
**www.windsorschoolnursing.com**

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- (a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.
- (b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
- (c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
  - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
  - (2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- (d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".
- (e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
- (f) "The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885, 94919 and 94920, Education Code.

Student's Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS  
2017 & 2018**

**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
2017	21	21	21	100%
2018	33	33	33	100%

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

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

**150% TABLE OPTIONAL ↓**

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
20XV				
20XW				
**20XX				
**20XY				

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

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

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

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**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
2017	21	21	21	21	100%
2018	33	33	33	33	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **Please contact Windsor School of Nursing Assistants 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
2017	7	14	21
2018	12	21	33

**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
2017	21	0	21
2018	33	0	33

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**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2017	0	21
2018	0	33

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
2017	0	21
2018	0	33

**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.**

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate

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.

**OR**

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

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

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

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	21	21	7	8	0	6	0
2018	33	33	9	16	0	8	0

A list of sources used to substantiate salary disclosures is available from the school. **Please contact Windsor School of Nursing Assistants 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: \$10,395.00**

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in **2018: \$16,335.00**

Total charges may be higher for students that do not complete on time.

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

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

**Windsor School of Nursing Assistants is eligible but chooses not to participate in federal student aid programs.**

**Therefore, students who attend this institution do not have federal student loans.**

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**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

**WINDSOR SCHOOL OF NURSING ASSISTANTS is eligible, but chooses not to participate in federal student aid programs .**  
**Therefore, students who attend this institution do not have federal student loans.**

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

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

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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [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.

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- “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.

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**STUDENT'S RIGHT TO CANCEL**

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15spacing.
  - Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

*[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS]*

### **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:

o If the school re-scheduled a class 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 refund of the tuition fees paid except for the registration fees. The student must complete cancellation form and subject to 45 days refund.

o 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.

o 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.

o 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.

o 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.

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- (a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.
- (b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
- (c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
  - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
  - (2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- (d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".
- (e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
- (f) "The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885, 94919 and 94920, Education Code.

Student's Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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**SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS  
2017 & 2018**

**ACUTE CARE CNA - 104 Clock Hours (13)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
2017	0	0	0	0
2018	0	0	0	0

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

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

**150% TABLE OPTIONAL ↓**

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
20XV				
20XW				
**20XX				
**20XY				

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

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

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

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**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
2017	0	0	0	0	0
2018	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **Please contact Windsor School of Nursing Assistants 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
2017	0	0	0
2018	0	0	0

**Single Position vs. Concurrent Aggregated Position**

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

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**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: \_\_\_\_\_**

**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.**

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

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

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

**OR**

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

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

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

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

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

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

A list of sources used to substantiate salary disclosures is available from the school. **Please contact Windsor School of Nursing Assistants 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: \$1,000.00**

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in **2018: \$1,000.00**

Total charges may be higher for students that do not complete on time.

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

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

**LOGO**

**WINDSOR SCHOOL OF NURSING ASSISTANTS**  
**18780 E. Amar Rd., Suite 203, Walnut, CA 91789**  
**Phone #:(626)810-0058 Fax #:(626)810-0086**  
**www.windsorschoolnursing.com**

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

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**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

**WINDSOR SCHOOL OF NURSING ASSISTANTS is eligible, but chooses not to participate in federal student aid programs .**

**Therefore, students who attend this institution do not have federal student loans.**

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

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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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [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

**DELETE “\*” STATEMENT IF NOT APPLICABLE ↓**

\* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program began on 06/12/2017. As of 05/26/2020, two full years of data for this program will be available.

**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.

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- “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.

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**STUDENT'S RIGHT TO CANCEL**

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15spacing.
  - Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

*[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS]*

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### **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:

o If the school re-scheduled a class 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 refund of the tuition fees paid except for the registration fees. The student must complete cancellation form and subject to 45 days refund.

o 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.

o 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.

o 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.

o 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 loa n.”

‡ 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.

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- (a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.
- (b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
- (c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
  - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
  - (2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- (d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".
- (e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
- (f) "The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885 , 94919 and 94920, Education Code.

Student's Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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

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