

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

BUILDING MAINTENANCE
(540 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	86	80	70	88%
2018	109	95	80	84%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	86	80	80	100%
2018	109	95	95	100%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	86	70	50	35	70%
2018	109	95	57	42	74%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	0	35	35
2018	0	42	42

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	25	10	35
2018	37	5	42

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	11	35
2018	5	42

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
2019	0	35
2018	0	42

Student Initials: _____ Date: _____

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LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	70	N/A	N/A	N/A	N/A
2018	95	N/A	N/A	N/A	N/A

Student Initials: _____ Date: _____

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

SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	50	35	20	12	3	0	0	0	0
2018	57	42	29	8	5	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials: _____ Date: _____

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COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,400.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials: _____ Date: _____

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

FEDERAL STUDENT LOAN DEBT

Students at Sutech School of Vocational and Technical Training are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ **Date:** _____

Initial only after you have had a 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, starting salaries, or license exam passage rates, this fact sheet contains information which is 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 North Market Blvd., Suite 225, Sacramento California, 95834, or calling 1-888-370-7589 or by fax (916)263-1897, or by visiting www.bppe.ca.gov

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name: _____
(Print)

Student Signature: _____ Date: _____

School Official: _____ Date: _____

DEFINITIONS

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

In order to be eligible for a refund students attending Sutech School of Vocational and Technical Training must meet criteria that is outlined in our Refund Policy detailed below:

A student has the right to cancel the enrollment agreement and obtain a refund to the paying entity of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the paying entity will receive a refund of all monies paid within 45 days. A Student may withdraw from school at any time and the paying entity will receive a refund of any paid but unused tuition. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis. Cancellation shall occur when you provide notice to the institution. Notice must be provided in writing form in person or by mail at 3455 E. Olympic Blvd., Los Angeles, CA 90023; or by fax (323) 262-0459; phone or email notice will not be accepted.

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.

The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed seven hundred fifty dollars (\$750), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

CHILD CARE PROVIDER
(480 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	30	22	18	82%
2018	30	28	24	86%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	30	22	22	100%
2018	30	28	28	100%

Student Initials: _____ Date: _____

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JOB PLACEMENT RATES

Includes data for the two 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
2019	30	18	16	12	75%
2018	30	28	20	14	70%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	4	8	12
2018	4	10	14

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	12	0	12
2018	14	0	14

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	12
2018	0	14

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
2019	0	12
2018	0	14

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LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	18	N/A	N/A	N/A	N/A
2018	28	N/A	N/A	N/A	N/A

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SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	40,001 to 50,000	No Salary Information Reported
2019	16	12	8	4	0	0	0	0	0
2018	20	14	9	5	0	0	0	0	0

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Student Initials:_____ Date:_____

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COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,150.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET

2018 and 2019 Calendar Years

MICROCOMPUTER APPLICATIONS

(540 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	110	102	83	81%
2018	128	114	97	85%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	110	102	102	100%
2018	128	114	114	100%

Student Initials: _____ Date: _____

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JOB PLACEMENT RATES

Includes data for the two 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
2019	110	83	51	37	73%
2018	128	114	82	58	71%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	20	17	37
2018	13	45	58

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	20	17	37
2018	16	42	58

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	37
2018	0	58

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
2019	0	37
2018	0	58

Student Initials:_____ **Date:**_____

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LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	83	N/A	N/A	N/A	N/A
2018	114	N/A	N/A	N/A	N/A

Student Initials:_____ Date:_____

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SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	51	37	21	13	3	0	0	0	0
2018	82	58	12	36	10	0	0	0	0

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Student Initials:_____ Date:_____

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COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,150.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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FEDERAL STUDENT LOAN DEBT

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Student Name: _____
(Print)

Student Signature: _____ Date: _____

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STUDENT'S RIGHT TO CANCEL

In order to be eligible for a refund students attending Sutech School of Vocational and Technical Training must meet criteria that is outlined in our Refund Policy detailed below:

A student has the right to cancel the enrollment agreement and obtain a refund to the paying entity of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the paying entity will receive a refund of all monies paid within 45 days. A Student may withdraw from school at any time and the paying entity will receive a refund of any paid but unused tuition. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis. Cancellation shall occur when you provide notice to the institution. Notice must be provided in writing form in person or by mail at 3455 E. Olympic Blvd., Los Angeles, CA 90023; or by fax (323) 262-0459; phone or email notice will not be accepted.

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.

The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed seven hundred fifty dollars (\$750), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET

2018 and 2019 Calendar Years

MICROCOMPUTER TECHNOLOGY

(540 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	12	10	10	100%
2018	24	24	17	71%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	12	10	0	0%
2018	24	24	0	0%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	12	10	7	5	71%
2018	24	17	12	9	75%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	5	0	5
2018	9	0	9

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	0	5	5
2018	0	9	9

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	5	5
2018	7	9

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
2019	0	5
2018	0	9

Student Initials: _____ Date: _____

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

LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	10	N/A	N/A	N/A	N/A
2018	17	N/A	N/A	N/A	N/A

Student Initials:_____ Date:_____

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

SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	7	5	0	0	0	0	0	0	5
2018	12	9	4	0	0	0	0	0	5

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials:_____ Date:_____

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

COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,150.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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

FEDERAL STUDENT LOAN DEBT

Students at Sutech School of Vocational and Technical Training are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ **Date:** _____

Initial only after you have had a 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, starting salaries, or license exam passage rates, this fact sheet contains information which is 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 North Market Blvd., Suite 225, Sacramento California, 95834, or calling 1-888-370-7589 or by fax (916)263-1897, or by visiting www.bppe.ca.gov

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name: _____
(Print)

Student Signature: _____ Date: _____

School Official: _____ Date: _____

DEFINITIONS

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

In order to be eligible for a refund students attending Sutech School of Vocational and Technical Training must meet criteria that is outlined in our Refund Policy detailed below:

A student has the right to cancel the enrollment agreement and obtain a refund to the paying entity of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the paying entity will receive a refund of all monies paid within 45 days. A Student may withdraw from school at any time and the paying entity will receive a refund of any paid but unused tuition. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis. Cancellation shall occur when you provide notice to the institution. Notice must be provided in writing form in person or by mail at 3455 E. Olympic Blvd., Los Angeles, CA 90023; or by fax (323) 262-0459; phone or email notice will not be accepted.

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.

The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed seven hundred fifty dollars (\$750), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

DIGITAL PHOTOGRAPHY AND VIDEO EDITING
(450 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	7	6	6	100%
2018	7	5	5	100%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	7	6	0	0%
2018	7	5	0	0%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	7	6	4	3	75%
2018	7	5	5	4	80%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	3	0	3
2018	4	0	4

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	3	0	3
2018	4	0	4

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	3	3
2018	4	4

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
2019	0	3
2018	0	4

Student Initials:_____ Date:_____

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

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 the 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 Initials: _____ **Date:** _____

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

LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	6	N/A	N/A	N/A	N/A
2018	5	N/A	N/A	N/A	N/A

Student Initials: _____ **Date:** _____

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

SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	4	3	0	0	0	0	0	0	3
2018	5	4	0	0	0	0	0	0	4

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials:_____ Date:_____

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

COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,350.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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

FEDERAL STUDENT LOAN DEBT

Students at Sutech School of Vocational and Technical Training are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials:_____ Date:_____

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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, starting salaries, or license exam passage rates, this fact sheet contains information which is calculated pursuant to state law.

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Student Name: _____
(Print)

Student Signature: _____ Date: _____

School Official: _____ Date: _____

DEFINITIONS

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- “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.
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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.
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The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed seven hundred fifty dollars (\$750), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

FLORAL AND BRIDAL ARRANGEMENT DESIGN
(480 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	26	23	23	100%
2018	12	9	4	44%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	26	23	0	0%
2018	12	9	9	100%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	26	23	15	11	73%
2018	12	9	5	4	80%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	7	4	11
2018	4	0	4

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	11	0	11
2018	4	0	4

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	11	11
2018	4	4

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
2019	0	11
2018	0	4

Student Initials: _____ Date: _____

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

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 the 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 Initials: _____ Date: _____

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

LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	23	N/A	N/A	N/A	N/A
2018	9	N/A	N/A	N/A	N/A

Student Initials: _____ Date: _____

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

SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	15	11	3	0	0	0	0	0	8
2018	5	4	1	0	0	0	0	0	3

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials:_____ Date:_____

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

COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,346.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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

FEDERAL STUDENT LOAN DEBT

Students at Sutech School of Vocational and Technical Training are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials:_____ Date:_____

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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, starting salaries, or license exam passage rates, this fact sheet contains information which is calculated pursuant to state law.

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I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

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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- “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.
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- “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

In order to be eligible for a refund students attending Sutech School of Vocational and Technical Training must meet criteria that is outlined in our Refund Policy detailed below:

A student has the right to cancel the enrollment agreement and obtain a refund to the paying entity of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the paying entity will receive a refund of all monies paid within 45 days. A Student may withdraw from school at any time and the paying entity will receive a refund of any paid but unused tuition. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis. Cancellation shall occur when you provide notice to the institution. Notice must be provided in writing form in person or by mail at 3455 E. Olympic Blvd., Los Angeles, CA 90023; or by fax (323) 262-0459; phone or email notice will not be accepted.

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.

The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed seven hundred fifty dollars (\$750), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

MEDICAL ASSISTANT
(480 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	26	24	24	100%
2018	36	30	24	80%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	26	24	0	0%
2018	36	30	30	100%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	26	24	20	14	70%
2018	36	30	18	14	78%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	5	9	14
2018	4	10	14

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	12	2	14
2018	12	2	14

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	14
2018	0	14

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
2019	0	14
2018	0	14

Student Initials: _____ Date: _____

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LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	24	N/A	N/A	N/A	N/A
2018	30	N/A	N/A	N/A	N/A

Student Initials:_____ Date:_____

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SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	20	14	10	4	0	0	0	0	0
2018	18	14	5	9	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials:_____ Date:_____

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COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,550.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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FEDERAL STUDENT LOAN DEBT

Students at Sutech School of Vocational and Technical Training 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.

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Student Name: _____
(Print)

Student Signature: _____ Date: _____

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STUDENT'S RIGHT TO CANCEL

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The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

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The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

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Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

MEDICAL BILLING
(450 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	1	1	1	100%
2018	6	6	6	100%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	1	1	0	0%
2018	6	6	0	0%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	1	1	1	1	100%
2018	6	6	4	3	75%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	1	0	1
2018	2	1	3

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	1	0	1
2018	3	0	3

SELF-EMPLOYED / FREELANCE POSITIONS

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	1
2018	0	3

INSTITUTIONAL EMPLOYMENT

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates employed in the field
2019	0	1
2018	0	3

Student Initials: _____ Date: _____

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

LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	1	N/A	N/A	N/A	N/A
2018	6	N/A	N/A	N/A	N/A

Student Initials: _____ Date: _____

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SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	1	1	1	0	0	0	0	0	0
2018	4	3	0	3	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

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COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,346.00

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Student Initials: _____ Date: _____

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Student Name: _____
(Print)

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- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET
2018 and 2019 Calendar Years

PROPERTY MANAGEMENT
(540 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	0	0	0	0%
2018	0	0	0	0%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2018	0	0	0	0%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	0	0	0	0	0%
2018	0	0	0	0	0%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	0	0	0
2018	0	0	0

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	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
2019	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
2019	0	0
2018	0	0

Student Initials: _____ Date: _____

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

LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	0	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A

Student Initials:_____ Date:_____

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

SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	0	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials:_____ Date:_____

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

COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,400.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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

FEDERAL STUDENT LOAN DEBT

Students at Sutech School of Vocational and Technical Training are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials:_____ **Date:**_____

Initial only after you have had a 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, starting salaries, or license exam passage rates, this fact sheet contains information which is 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 North Market Blvd., Suite 225, Sacramento California, 95834, or calling 1-888-370-7589 or by fax (916)263-1897, or by visiting www.bppe.ca.gov

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name: _____
(Print)

Student Signature: _____ Date: _____

School Official: _____ Date: _____

DEFINITIONS

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

In order to be eligible for a refund students attending Sutech School of Vocational and Technical Training must meet criteria that is outlined in our Refund Policy detailed below:

A student has the right to cancel the enrollment agreement and obtain a refund to the paying entity of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student is rejected for training or if a course is canceled, the paying entity will receive a refund of all monies paid within 45 days. A Student may withdraw from school at any time and the paying entity will receive a refund of any paid but unused tuition. If a Student withdraws or is suspended or expelled after the aforementioned 7 day period for cancellation, all tuition and fees (i.e., educational costs), less a registration fee not to exceed \$75 shall be refunded on a pro-rata basis. Cancellation shall occur when you provide notice to the institution. Notice must be provided in writing form in person or by mail at 3455 E. Olympic Blvd., Los Angeles, CA 90023; or by fax (323) 262-0459; phone or email notice will not be accepted.

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.

The college shall refund 100 percent of the amount paid for institutional charges, less the registration fee or unreturned books/materials fee not to exceed seven hundred fifty dollars (\$750), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The college also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program.

The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____

PERFORMANCE FACT SHEET

2018 and 2019 Calendar Years

SOLAR ENERGY SYSTEMS INSTALLER

(300 Total Clock Hours)

ON-TIME COMPLETION RATES (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of students who began program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	0	0	0	0%
2018	0	0	0	0%

Student Initials: _____ Date: _____

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

Students Completing Within 150% of Published Program Length

Calendar Year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2018	0	0	0	0%

Student Initials: _____ Date: _____

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

JOB PLACEMENT RATES

Includes data for the two 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
2019	0	0	0	0	0%
2018	0	0	0	0	0%

Students are entitled to a list of the job classifications considered in the field of this educational program. To obtain this list, please request from your Sutech School Placement Services representative.

GAINFULLY EMPLOYED CATEGORIES

Includes data for the two years prior to reporting

Part Time vs. Full Time Employment

Calendar Year	Graduates 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
2019	0	0	0
2018	0	0	0

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	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
2019	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
2019	0	0
2018	0	0

Student Initials: _____ Date: _____

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LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	0	N/A	N/A	N/A	N/A
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Student Initials:_____ Date:_____

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SALARY WAGE AND INFORMATION

Includes data for the two years prior to reporting

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wage Reported for Graduates Employed in the Field						
			20,001 to 25,000	25,001 to 30,000	30,001 to 35,000	35,001 to 40,000	40,001 to 45,000	45,001 to 50,000	No Salary Information Reported
2019	0	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please request from your Sutech School Placement Services representative.

Student Initials:_____ Date:_____

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COST OF EDUCATIONAL PROGRAM

Total Charges for the program for students completing on-time in 2018 and 2019: \$5,550.00

Additional charges may be incurred if the program is not completed on-time.

Student Initials:_____ Date:_____

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FEDERAL STUDENT LOAN DEBT

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The 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 or the paying entity, 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) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student or the paying entity has paid shall be subject to refund excluding the seventy five dollar (\$75.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than seven hundred and fifty dollars (\$750.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The school 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, their educational program in which they were enrolled. For purposes of this section "day" means calendar day.

If you, the student, defaults on a federal or state loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against you, the student, including garnishing an income tax refund; and/or
- b. You, the student, may not be eligible for any other government financial assistance at another institution until the loan is repaid.

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE”

Student Signature: _____ Date: _____