



**MIXED Institute of Cosmetology & Barber**  
 5950 Florin rd. Suite103 Sacramento CA 95823  
 916-421-5950  
 www.mix-ed.com

**SCHOOL PERFORMANCE FACT  
 SHEET CALENDAR YEARS 2018 &2019**

**Cosmetology - 1600**

**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
2018	29	29	16	55
2019	18	18	3	16.66

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

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	45	43	26	60
2017	39	39	21	53
2018	29	29	21	72
2019	18	18	10	55

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
2018	29	21	21	14	66.66
2019	18	10	10	6	60

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. [www.mix-ed.com](http://www.mix-ed.com)

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**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
2018	1	13	14
2019	3	3	6

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

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**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
2018	14	0	14
2019	6	0	6

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

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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
2018	2	14
2019	2	6

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

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### 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
2018	0	14
2019	3	6

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)**

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
2018	21	18	13	5	72.22
2019	18	9	6	3	66.66

License 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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**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	
2018	21	14	4	2	2	0	6
2019	10	6	1	0	0	1	4

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. [www.mix-ed.com](http://www.mix-ed.com)

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

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2018: \$8,900

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

Total charges for the program for students completing on time in 2019: \$19,300

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

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

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**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018/19 receiving federal student loans to pay for this program.	The percentage of graduates in 2018/19 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2018/19 graduates who took out federal student loans at this institution.
2018	0	0	0	0
2019	0	58	0	0

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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**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, 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**

**Student's right to cancel:** An initial deposit is required prior to contracting. All funds paid will be returned if the student is rejected for enrollment. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until the end of the first class session, or the seventh day after enrollment, whichever is later. All monies paid designated for tuition will be refunded less the processing fee if the contract is cancelled within this timeframe.

The date by which you must cancel this contract and receive a refund of all monies paid designated for tuition less the processing fee will be stated on your enrollment agreement.

**NOTE:** If a student withdraws, federal regulations may require that federal funds used to cover institutional expenses be returned to their respective program sources. Balances of unpaid charges are the responsibility of the student. If the student defaults on a loan guaranteed by the federal or state government, both the following may occur: The federal or state government or loan guarantee 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 other government financial assistance at another institution until the loan is repaid.

**Cancellation Procedure:** Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage (postmarked). The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Equipment Policy:** If the school has given you any equipment which was stated as returnable when it was issued, you must return it to the school within 30 days following the date of your notice of cancellation or last date of attendance if no notice is given. If you fail to return this equipment, in as issued condition within the 30-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, tuition and equipment received.

**Refund Policy:** *The School's cancellation, withdrawal and refund policy complies with the California Private Postsecondary Education Act of 2009 Article 13 Section 94919 and the NACCAS Withdrawal and Settlement Policy.* After the cancellation period, the institution provides a pro rata refund of nonfederal student financial aid program moneys paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the scheduled attendance has incurred, there will be no refund to the student. The \$100.00 registration fee is a non-refundable item. Equipment will be refunded in accordance with the Equipment Policy. Once received by the student it will belong to the student and will represent a liability to the student. The Schools Refund Policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. If the school closes before you graduate, you may be entitled to a refund. Contact the address and phone number below for information.



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If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at the address or phone number listed below. Read the Notice of Cancellation form for an explanation of your Cancellation rights and responsibilities. Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive STE 400, Sacramento, CA 95833, PO Box 980818, West Sacramento, CA 95798-0818, Phone: 1(888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov. The School maintains evidence that institutional refunds are received by the recipient in a timely manner, such as a cancelled check, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

**Withdrawal from course:** you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund within 45 days following your official cancellation or withdrawal. You are obligated to pay only for educational services rendered and equipment issued. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in accordance with the Equipment Policy, the school shall refund the charge to you. If you fail to return the equipment in good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. For a list of these charges, see addendum agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official or unofficial withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The official withdrawal date is on the student’s notification or school’s determination.

**Hypothetical refund example according to the California State pro rata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the Equipment Policy) the equipment they obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in as issued condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.
Less processing fee (not refundable)	75.
Less cost of unreturnable equipment	525.
Equals amount paid for instruction	\$6,800.

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.
Refund due	\$4,250.

**Additional VA Refund requirements:** This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.



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**Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.**

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.
Termination by Institution
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For CA Schools: If you are absent for a period of 14 consecutive calendar days without notifying the school and not on an approved LOA, you will be deemed a withdrawal, even if that was not your intent.
The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.

**Collection Policy:** Delinquent accounts could be assigned to collection agencies. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debits on The School's behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

**\*The cancellation, withdrawal and refund rights are also present in the enrollment agreement and signed by the student upon enrollment.**



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**SCHOOL PERFORMANCE FACT  
 SHEET CALENDAR YEARS 2018 & 2019**

**Barbering - 1500**

**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
2018	28	28	16	75
2019	26	26	11	42.30

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

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	0	0	0	0
2017	8	8	7	87
2018	28	28	22	78
2019	26	26	16	61

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
2018	28	22	22	18	81
2019	26	16	16	13	81.25

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. [www.mix-ed.com](http://www.mix-ed.com)

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**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
2018	0	18	18
2019	1	12	13

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

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**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
2018	18	0	18
2019	13	0	13

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

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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
2018	0	18
2019	0	13

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

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### 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
2018	0	18
2019	1	13

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

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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)**

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
2018	22	19	11	8	57.89
2019	16	14	5	9	35.71

License 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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**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	
2018	22	18	5	6	2	2	3
2019	16	13	3	5	2	2	1

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2018: \$8,900

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

Total charges for the program for students completing on time in 2019: \$17,900

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

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

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**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018/19 receiving federal student loans to pay for this program.	The percentage of graduates in 2018/19 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2018/19 graduates who took out federal student loans at this institution.
2018	0	0	0	0
2019	0	24	04	0

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Definitions

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- “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**

**Student's right to cancel:** An initial deposit is required prior to contracting. All funds paid will be returned if the student is rejected for enrollment. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until the end of the first class session, or the seventh day after enrollment, whichever is later. All monies paid designated for tuition will be refunded less the processing fee if the contract is cancelled within this timeframe.

The date by which you must cancel this contract and receive a refund of all monies paid designated for tuition less the processing fee will be stated on your enrollment agreement.

**NOTE:** If a student withdraws, federal regulations may require that federal funds used to cover institutional expenses be returned to their respective program sources. Balances of unpaid charges are the responsibility of the student. If the student defaults on a loan guaranteed by the federal or state government, both the following may occur: The federal or state government or loan guarantee 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 other government financial assistance at another institution until the loan is repaid.

**Cancellation Procedure:** Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage (postmarked). The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Equipment Policy:** If the school has given you any equipment which was stated as returnable when it was issued, you must return it to the school within 30 days following the date of your notice of cancellation or last date of attendance if no notice is given. If you fail to return this equipment, in as issued condition within the 30-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, tuition and equipment received.

**Refund Policy:** *The School's cancellation, withdrawal and refund policy complies with the California Private Postsecondary Education Act of 2009 Article 13 Section 94919 and the NACCAS Withdrawal and Settlement Policy.* After the cancellation period, the institution provides a pro rata refund of nonfederal student financial aid program moneys paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the scheduled attendance has incurred, there will be no refund to the student. The \$100.00 registration fee is a non-refundable item. Equipment will be refunded in accordance with the Equipment Policy. Once received by the student it will belong to the student and will represent a liability to the student. The Schools Refund Policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. If the school closes before you graduate, you may be entitled to a refund. Contact the address and phone number below for information.



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If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at the address or phone number listed below. Read the Notice of Cancellation form for an explanation of your Cancellation rights and responsibilities. Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive STE 400, Sacramento, CA 95833, PO Box 980818, West Sacramento, CA 95798-0818, Phone: 1(888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov. The School maintains evidence that institutional refunds are received by the recipient in a timely manner, such as a cancelled check, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

**Withdrawal from course:** you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund within 45 days following your official cancellation or withdrawal. You are obligated to pay only for educational services rendered and equipment issued. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in accordance with the Equipment Policy, the school shall refund the charge to you. If you fail to return the equipment in good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. For a list of these charges, see addendum agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official or unofficial withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The official withdrawal date is on the student's notification or school's determination.

**Hypothetical refund example according to the California State pro rata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the Equipment Policy) the equipment they obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in as issued condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.
Less processing fee (not refundable)	75.
Less cost of unreturnable equipment	525.
Equals amount paid for instruction	\$6,800.

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.
Refund due	\$4,250.

**Additional VA Refund requirements:** This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.



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**Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.**

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.
Termination by Institution
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For CA Schools: If you are absent for a period of 14 consecutive calendar days without notifying the school and not on an approved LOA, you will be deemed a withdrawal, even if that was not your intent.
The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.

**Collection Policy:** Delinquent accounts could be assigned to collection agencies. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debits on The School's behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

**\*The cancellation, withdrawal and refund rights are also present in the enrollment agreement and signed by the student upon enrollment.**



**SCHOOL PERFORMANCE FACT  
 SHEET CALENDAR YEARS 2018 & 2019**

**Barber Crossover - 200**

**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
2018	6	6	6	100
2019	12	12	9	75

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

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	0	0	0	0
2017	8	8	8	100
2018	6	6	6	100
2019	12	12	10	83

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

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	6	6	6	4	66
2019	12	10	10	10	100

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. [www.mix-ed.com](http://www.mix-ed.com)

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

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**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
2018	1	3	4
2019	1	9	10

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

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

**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
2018	4	0	4
2019	10	0	10

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

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



### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	1	4
2019	3	10

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

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

### 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
2018	0	5
2019	1	10

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)**

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
2018	6	5	5	0	100
2019	10	10	7	3	70

License 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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**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	
2018	6	4	1	2	0	0	1
2019	10	10	2	4	2	1	1

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. [www.mix-ed.com](http://www.mix-ed.com)

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

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2018: \$2,499

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

Total charges for the program for students completing on time in 2019: \$2,499

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

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

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MIXED Institute of Cosmetology & Barber 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, 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.

## **STUDENT'S RIGHT TO CANCEL**

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**Refund Policy:** *The School's cancellation, withdrawal and refund policy complies with the California Private Postsecondary Education Act of 2009 Article 13 Section 94919 and the NACCAS Withdrawal and Settlement Policy.* After the cancellation period, the institution provides a pro rata refund of nonfederal student financial aid program moneys paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the scheduled attendance has incurred, there will be no refund to the student. The \$100.00 registration fee is a non-refundable item. Equipment will be refunded in accordance with the Equipment Policy. Once received by the student it will belong to the student and will represent a liability to the student. The Schools Refund Policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. If the school closes before you graduate, you may be entitled to a refund. Contact the address and phone number below for information.



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**Withdrawal from course:** you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund within 45 days following your official cancellation or withdrawal. You are obligated to pay only for educational services rendered and equipment issued. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in accordance with the Equipment Policy, the school shall refund the charge to you. If you fail to return the equipment in good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. For a list of these charges, see addendum agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official or unofficial withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The official withdrawal date is on the student's notification or school's determination.

**Hypothetical refund example according to the California State pro rata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the Equipment Policy) the equipment they obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in as issued condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.
Less processing fee (not refundable)	75.
Less cost of unreturnable equipment	525.
Equals amount paid for instruction	\$6,800.

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.
Refund due	\$4,250.

**Additional VA Refund requirements:** This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.





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**Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.**

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.
Termination by Institution
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For CA Schools: If you are absent for a period of 14 consecutive calendar days without notifying the school and not on an approved LOA, you will be deemed a withdrawal, even if that was not your intent.
The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.

**Collection Policy:** Delinquent accounts could be assigned to collection agencies. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debits on The School's behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

**\*The cancellation, withdrawal and refund rights are also present in the enrollment agreement and signed by the student upon enrollment.**



**SCHOOL PERFORMANCE FACT  
 SHEET CALENDAR YEARS 2018 &2019**

**Manicure - 400**

**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
2018	0	0	0	0
2019	6	6	6	100

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

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	0	0	0	0
2017	0	0	0	0
2018	0	0	0	0
2019	6	6	6	100

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

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	0	0	0	0	0
2019	6	6	6	2	33.33

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask a school representative or you can review the list in the institution's catalog. [www.mix-ed.com](http://www.mix-ed.com)

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

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

**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
2018	0	0	0
2019	2	0	2

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

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

**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
2018	0	0	0
2019	2	0	2

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

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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
2018	0	0
2019	1	2

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

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### 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
2018	0	0
2019	0	2

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

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**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)**

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
2018	0	0	0	0	0
2019	6	5	2	3	40

License 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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**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	
2018	0	0	0	0	0	0	0
2019	6	2	0	0	0	0	2

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask a school representative or you can review the list in the institution’s catalog. [www.mix-ed.com](http://www.mix-ed.com)

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 2018: \$N/A

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

Total charges for the program for students completing on time in 2019: \$2,100

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.

MIXED Institute of Cosmetology & Barber 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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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**

**Student's right to cancel:** An initial deposit is required prior to contracting. All funds paid will be returned if the student is rejected for enrollment. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until the end of the first class session, or the seventh day after enrollment, whichever is later. All monies paid designated for tuition will be refunded less the processing fee if the contract is cancelled within this timeframe.

The date by which you must cancel this contract and receive a refund of all monies paid designated for tuition less the processing fee will be stated on your enrollment agreement.

**NOTE:** If a student withdraws, federal regulations may require that federal funds used to cover institutional expenses be returned to their respective program sources. Balances of unpaid charges are the responsibility of the student. If the student defaults on a loan guaranteed by the federal or state government, both the following may occur: The federal or state government or loan guarantee 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 other government financial assistance at another institution until the loan is repaid.

**Cancellation Procedure:** Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage (postmarked). The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Equipment Policy:** If the school has given you any equipment which was stated as returnable when it was issued, you must return it to the school within 30 days following the date of your notice of cancellation or last date of attendance if no notice is given. If you fail to return this equipment, in as issued condition within the 30-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Beauty supplies and equipment are not returnable items due to sanitary reasons. Once you have received beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, tuition and equipment received.

**Refund Policy:** *The School's cancellation, withdrawal and refund policy complies with the California Private Postsecondary Education Act of 2009 Article 13 Section 94919 and the NACCAS Withdrawal and Settlement Policy.* After the cancellation period, the institution provides a pro rata refund of nonfederal student financial aid program moneys paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the scheduled attendance has incurred, there will be no refund to the student. The \$100.00 registration fee is a non-refundable item. Equipment will be refunded in accordance with the Equipment Policy. Once received by the student it will belong to the student and will represent a liability to the student. The Schools Refund Policy applies to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. If the school closes before you graduate, you may be entitled to a refund. Contact the address and phone number below for information.



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If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at the address or phone number listed below. Read the Notice of Cancellation form for an explanation of your Cancellation rights and responsibilities. Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive STE 400, Sacramento, CA 95833, PO Box 980818, West Sacramento, CA 95798-0818, Phone: 1(888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov. The School maintains evidence that institutional refunds are received by the recipient in a timely manner, such as a cancelled check, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

**Withdrawal from course:** you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund within 45 days following your official cancellation or withdrawal. You are obligated to pay only for educational services rendered and equipment issued. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in accordance with the Equipment Policy, the school shall refund the charge to you. If you fail to return the equipment in good condition within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. For a list of these charges, see addendum agreement. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official or unofficial withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The official withdrawal date is on the student’s notification or school’s determination.

**Hypothetical refund example according to the California State pro rata policy:** Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours of scheduled attendance (this includes class days not attended by the student) without returning (in accordance with the Equipment Policy) the equipment they obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in as issued condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400.
Less processing fee (not refundable)	75.
Less cost of unreturnable equipment	525.
Equals amount paid for instruction	\$6,800.

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.
Refund due	\$4,250.

**Additional VA Refund requirements:** This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.



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**Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.**

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.
Termination by Institution
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For CA Schools: If you are absent for a period of 14 consecutive calendar days without notifying the school and not on an approved LOA, you will be deemed a withdrawal, even if that was not your intent.
The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.

**Collection Policy:** Delinquent accounts could be assigned to collection agencies. Collection costs will be added to any outstanding balance. Collection correspondence from third parties attempting to collect debits on The School's behalf will clearly acknowledge the withdrawal and settlement policy. Promissory notes or contracts for tuition are not sold or discounted to third parties.

**\*The cancellation, withdrawal and refund rights are also present in the enrollment agreement and signed by the student upon enrollment.**