



SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2018 & 2019

Early Childhood Diploma Program – 2 Years

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	5	3	3	60%
2019	1	1	0	0%

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	5	3	3	3	100%
2019	1	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. This information may be obtained from the Office of Teacher Education

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	3	3
2019	0	0	0

Single Position vs. Concurrent Aggregated Position

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

Self-Employed / Freelance Positions

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

Student's Initials: _____ Date: _____

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



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

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

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

Student's Initials: _____ Date: _____

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

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	3	3	2			1	
2019	0	0					

A list of sources used to substantiate salary disclosures is available from the Office of Teacher Education.

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: \$5,691.00
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2019: \$5,796.00
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

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

Federal Student Loan Debt

Montessori Center for Teacher Education is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

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

STUDENT'S RIGHT TO CANCEL

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

Withdrawal from the Academic Component may occur any time following the last day of cancellation. Intent to withdraw must be in written form and submitted to the Program Director. Submission may be mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation does require a specific form but must clearly show that you no longer wish to continue in the course in which you are enrolled.

The adult learner will be entitled to a pro rata refund if 60 percent or less of the scheduled days in the current payment have been completed, excluding unreturned materials and all non-refundable monies. Refunds will be sent within seven working days from the official date of withdrawal.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Attendance Time means the time between the scheduled starting date of the first class and the date on which the adult learner formally cancels his/her enrollment, whether or not the adult learner actually attends.

STEPS TO FOLLOW TO CANCEL THE ENROLLMENT AGREEMENT

1. Student contacts the Director of the Program or the Assistant Director to inform the Director or the Assistant Director of intent to cancel or withdraw from the program.
2. Student submits written documentation of student's intent to cancel/withdraw from the program.
3. The refund is sent within seven working days from the official cancellation/withdrawal date.



SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2018 & 2019

Elementary I Diploma Program – 4 Years
Elementary Final Assessment offered only in even numbered years)

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	4	67%
2019	1	1	0	0%

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	4	4	100%
2019	1	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. This information may be obtained from the office of Teacher Education.

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	4	4
2019	0	0	0

Single Position vs. Concurrent Aggregated Position

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

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	4
2019	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
2018	0	4
2019	0	0

Student's Initials: _____ Date: _____

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



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

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

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

Student's Initials: _____ Date: _____

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

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	\$50,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$55,000	
2018	4	4				2	2
2019	1	0					

A list of sources used to substantiate salary disclosures is available from the Office of Teacher Education.

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: \$6,716.00

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

Total charges for the program for students completing on time in 2019: \$6,821.00

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

Student's Initials: _____ **Date:** _____

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

Federal Student Loan Debt

Montessori Center for Teacher Education is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

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

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Student Name - Print

Student Signature

Date

School Official

Date

Definitions

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

STUDENT'S RIGHT TO CANCEL

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

Withdrawal from the Academic Component may occur any time following the last day of cancellation. Intent to withdraw must be in written form and submitted to the Program Director. Submission may be mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation does require a specific form but must clearly show that you no longer wish to continue in the course in which you are enrolled.

The adult learner will be entitled to a pro rata refund if 60 percent or less of the scheduled days in the current payment have been completed, excluding unreturned materials and all non-refundable monies. Refunds will be sent within seven working days from the official date of withdrawal.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Attendance Time means the time between the scheduled starting date of the first class and the date on which the adult learner formally cancels his/her enrollment, whether or not the adult learner actually attends.

STEPS TO FOLLOW TO CANCEL THE ENROLLMENT AGREEMENT

1. Student contacts the Director of the Program or the Assistant Director to inform the Director or the Assistant Director of intent to cancel or withdraw from the program.
2. Student submits written documentation of student's intent to cancel/withdraw from the program.
3. The refund is sent within seven working days from the official cancellation/withdrawal date.



SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2018 & 2019

Elementary II Diploma Program – 3 Years
(Elementary II Final Assessment offered only in even numbered years)

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	5	2	2	40%
2019	0	0	0	0%

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	5	2	2	2	100%
2019	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. This information may be obtained from the Office of Teacher Education.

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	2	2
2019	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	2	0	2
2019	0	0	0

Self-Employed / Freelance Positions

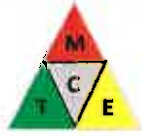
Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	2
2019	0	0

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
2018	0	2
2019	0	0

Student's Initials: _____ **Date:** _____

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



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

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

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

Student's Initials: _____ Date: _____

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

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	\$60,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$65,000	
2018	2	2			1	1	
2019							

A list of sources used to substantiate salary disclosures is available from the Office of Teacher Education.

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: \$7,041.00
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2019: \$7,171.00
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

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

Federal Student Loan Debt

Montessori Center for Teacher Education is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

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Student Name - Print

Student Signature

Date

School Official

Date

Definitions

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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.
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STUDENT'S RIGHT TO CANCEL

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

Withdrawal from the Academic Component may occur any time following the last day of cancellation. Intent to withdraw must be in written form and submitted to the Program Director. Submission may be mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation does require a specific form but must clearly show that you no longer wish to continue in the course in which you are enrolled.

The adult learner will be entitled to a pro rata refund if 60 percent or less of the scheduled days in the current payment have been completed, excluding unreturned materials and all non-refundable monies. Refunds will be sent within seven working days from the official date of withdrawal.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Attendance Time means the time between the scheduled starting date of the first class and the date on which the adult learner formally cancels his/her enrollment, whether or not the adult learner actually attends.

STEPS TO FOLLOW TO CANCEL THE ENROLLMENT AGREEMENT

1. Student contacts the Director of the Program or the Assistant Director to inform the Director or the Assistant Director of intent to cancel or withdraw from the program.
2. Student submits written documentation of student's intent to cancel/withdraw from the program.
3. The refund is sent within seven working days from the official cancellation/withdrawal date.



SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2018 & 2019

Elementary I & II Diploma Program – 4 Years
(Course offered only in even numbered years, course
was not offered in 2018)

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	0	0	0	0%

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	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. This information may be obtained from the Office of Teacher Education.

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	0	0	0

Single Position vs. Concurrent Aggregated Position

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

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	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
2018	0	0
2019	0	0

Student's Initials: _____ Date: _____

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



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

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

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

Student's Initials: _____ Date: _____

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

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					
2019	0	0					

A list of sources used to substantiate salary disclosures is available from the Office of Teacher Education.

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: \$3,814.00

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

Total charges for the program for students completing on time in 2019: \$4,901.00

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

Student's Initials: _____ **Date:** _____

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

Federal Student Loan Debt

Montessori Center for Teacher Education is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

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

STUDENT'S RIGHT TO CANCEL

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

Withdrawal from the Academic Component may occur any time following the last day of cancellation. Intent to withdraw must be in written form and submitted to the Program Director. Submission may be mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation does require a specific form but must clearly show that you no longer wish to continue in the course in which you are enrolled.

The adult learner will be entitled to a pro rata refund if 60 percent or less of the scheduled days in the current payment have been completed, excluding unreturned materials and all non-refundable monies. Refunds will be sent within seven working days from the official date of withdrawal.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Attendance Time means the time between the scheduled starting date of the first class and the date on which the adult learner formally cancels his/her enrollment, whether or not the adult learner actually attends.

STEPS TO FOLLOW TO CANCEL THE ENROLLMENT AGREEMENT

1. Student contacts the Director of the Program or the Assistant Director to inform the Director or the Assistant Director of intent to cancel or withdraw from the program.
2. Student submits written documentation of student's intent to cancel/withdraw from the program.
3. The refund is sent within seven working days from the official cancellation/withdrawal date.