



AMERICAN MEDICAL CAREER COLLEGE

1460 E. Holt Ave. Suite 176A Pomona, CA 91767 (909)625-8050 | <http://amccpomona.magix.net>

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

NURSE ASSISTANT COURSE – 6 WEEKS

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	80	80	79	98.7%
2019	63	63	62	98.4%

Student Initials: _____ Date: _____
Initial only after you have had sufficient time to read and understand the information.



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Students Completing 150% of the Program Length

Calendar Year	Number of students who began the program	Students available for graduation	150% Graduates	150% Completion Rate
2018	80	80	79	98.7%
2019	63	62	62	98.4%

**included if the program is longer than one year in session.

Student Initials: _____ Date: _____
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Job Placement Rates (includes data for the 2 calendar years)

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	80	79	79	77	97%
2019	63	62	62	60	97%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. It can be obtain at the request of the student.

Gainfully Employed Categories (includes data for the 2 calendar years)



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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	25	52	77
2019	10	50	60

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	77	0	77
2019	60	0	60

Self-Employed / Freelance Positions

Calendar Year	Graduates employed who are self-employed or working freelance	Total Graduates Employed in the Field
2018	0	77
2019	0	60

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	77
2019	0	60



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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 Initials: _____ Date: _____

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License Examination Passage Rates (includes data for two calendar years)

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	80	76	100	0	100%
2019	80	79	77	2	97%

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

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Salary and Wage Information (includes data for the two calendar years)

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,000 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	80	77	0	10	20	47	0
2019	62	60	5	12	15	28	0

A list of sources used to substantiate salary disclosures is available from the school. Information can be obtain at the request of the student.

Student 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 and 2019: **\$2,500**. Additional charges may be incurred if the program is not completed on-time.

Student Initials: _____ Date: _____

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

Federal Student Loan Debt

Students at American Medical Career College are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.



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Student 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

* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. This program began on 05/11/2018. As of 05/11/2018, two full years of data for this program will be available.

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.



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- “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, and 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

YOU, THE STUDENT, HAVE THE RIGHT TO CANCEL THE ENROLLMENT AGREEMENT AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE FIRST CLASS SESSION, OR THE SEVENTH DAY AFTER ENROLLMENT. WHICHEVER IS LATER YOU MUST SUBMIT YOUR CANCELLATION NOTE IN WRITING TO THE SCHOOL.

The Student has the right to withdraw from the program of instruction at any time, including 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. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this school policy will result in a pro-rated refund within 45 days.

WITHDRAWAL POLICY

Students who wish to voluntarily withdraw from the program for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Program Director. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance. Please look below of the enrollment agreement for further information on refund policy.

REFUND POLICY

The student has a right to a full refund of all charges less the amount of \$250.00 which includes the registration fee, books, supplies, equipment, and the STRF Fee. If he/she cancels this agreement prior to the first class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

For example, if the student only completed 30 hours of a 162-hour course and paid \$2500.00 tuition, the student would receive a refund of $\$2037.04 - \$250 = \$1787.04$.



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Unused Clock Hours divided by Total clock hours and multiply by Tuition Amount Paid and equals to amount Refund to Student.

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

However, if the Student owes the School equipment, the Student must return the equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the equipment will be deducted from the amount of the refund.

Within 10 days of the day on which the refund is made, the School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

Student is responsible to pay full tuition as agreed upon admission if they complete the program. Student will be charged \$25 dollars late fee each time they delayed tuition payment for up to 3 days and there on, \$25 dollars fee for every day will be charged up to 8 days. After 10 days school has the right to drop student for non-payment and students is still responsible for paying full tuition. If the student was referred by another agency and in the event agency failed to provide full tuition then student, parent/legal guardian/spouse, or responsible party is responsible for paying full tuition to the institution.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus 6% fixed interest rate, less the amount refund.

AMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan, see notice below.



STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.



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To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

http://www.bppe.ca.gov/lawsregs/regs.shtml#_Toc485025224

NOTE: As of July 2017, the current STRF assessment rate is zero dollars (\$0). Although Bureau-approved and registered institutions are not currently required to collect STRF assessments from students, institutions are still required to complete and submit the STRF Assessment Reporting Forms issued by the Bureau. Institutions are also required to maintain all back-up documentation supporting the information reported on their STRF Assessment (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

Reporting Forms. <http://www.bppe.ca.gov/lawsregs/strf.shtml>

NON-PAYMENT OF CHARGES:

Non-payment of tuition, fees, and/or other charges due to American Medical Career College will result in your being obligated for additional collection costs, collection agency costs, and other legal costs. In addition, we reserve the right to report your failure to pay amounts owed to us to one or more national credit bureau organizations and also not to release your diploma/certificate/academic transcript until all your debts to us are paid in full.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1. The federal or state government or a 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**
- 2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance u the loan is repaid**



NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at American Medical Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Certified Nurse Assistant and Home Health Aide is also at the complete discretion of the institution to which you may seek to transfer. If the Certified Nurse Assistant and Home Health Aide Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Medical Career College to determine if you're Certified Nurse Assistant and Home Health Aide Certificate will transfer.

Student Initial

“NOTICE”

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

Please read the following regarding the Federal Truth In Lending Act pursuant to Title 15 of the United States Code.

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/loans-sb-2-i4.pdf>

If the student defaults on a federal or state loan, both the following will occur:

1. The federal or state government or a loan guarantee agency may take action against a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Please do not sign this Enrollment Agreement, you must read it entirely prior to signing. You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached riders signed by you are also part of the Enrollment Agreement. This enrollment agreement legally binding when signed by the students and accepted by the institution.



Students Acknowledgments

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a school Performance Fact sheet, which you are encourage to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Policy relating to completion certification/ license examination passage rates, salaries or wages and the most recent three- year cohort default rate, if applicable, prior to signing this agreement.

Students Initials: _____

I certify that I have received the catalog, school Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School sheet, and have signed, dated the information provided in the School Performance Fact Sheet.

Students Initials: _____

Any question a student may have regarding this enrollment that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite Ca www.bppe.ca.gov, toll free phone 1-888-370-7589 or by Fax (916) 263-1897

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtain on the Bureau's internet website www.bppe.ca.gov



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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

HOME HEALTH AIDE COURSE – 1 WEEK

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	16	16	16	100%
2019	40	40	39	97.5%

Student Initials: _____ Date: _____
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Students Completing 150% of the Program Length

Calendar Year	Number of students who began the program	Students available for graduation	150% Graduates	150% Completion Rate
2018	16	16	16	100%
2019	40	40	39	97.5%

**included if the program is longer than one year in session.

Student Initials: _____ Date: _____
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Job Placement Rates (includes data for the 2 calendar years)

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	16	16	16	16	100%
2019	40	39	39	37	94.9%

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. It can be obtain at the request of the student.



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Gainfully Employed Categories (includes data for the 2 calendar years)

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	4	12	16
2019	5	32	37

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	16	0	16
2019	37	0	37

Self-Employed / Freelance Positions

Calendar Year	Graduates employed who are self-employed or working freelance	Total Graduates Employed in the Field
2018	0	16
2019	0	37

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	16
2019	0	37

Student Initials: _____

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- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student Initials: _____

Date: _____

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License Examination Passage Rates (includes data for two calendar years)

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.

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Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,000 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	16	16	1	3	2	10	0
2019	39	39	20	1	6	10	0

A list of sources used to substantiate salary disclosures is available from the school. Information can be obtain at the request of the student.

Student Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2018 and 2019: **\$2,500**. Additional charges may be incurred if the program is not completed on-time.

Student Initials: _____ Date: _____

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Federal Student Loan Debt

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Student Name – Print

Student Signature

Date

School Official

Date

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- “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.



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- “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, and 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

YOU, THE STUDENT, HAVE THE RIGHT TO CANCEL THE ENROLLMENT AGREEMENT AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE FIRST CLASS SESSION, OR THE SEVENTH DAY AFTER ENROLLMENT. WHICHEVER IS LATER YOU MUST SUBMIT YOUR CANCELLATION NOTE IN WRITING TO THE SCHOOL.

The Student has the right to withdraw from the program of instruction at any time, including 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. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this school policy will result in a pro-rated refund within 45 days.

WITHDRAWAL POLICY

Students who wish to voluntarily withdraw from the program for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Program Director. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance. Please look below of the enrollment agreement for further information on refund policy.

REFUND POLICY

The student has a right to a full refund of all charges less the amount of \$250.00 which includes the registration fee, books, supplies, equipment, and the STRF Fee. If he/she cancels this agreement prior to the first class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

For example, if the student only completed 30 hours of a 162-hour course and paid \$2500.00 tuition, the student would receive a refund of $\$2037.04 - \$250 = \$1787.04$.



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Unused Clock Hours divided by Total clock hours and multiply by Tuition Amount Paid and equals to amount Refund to Student.

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

However, if the Student owes the School equipment, the Student must return the equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the equipment will be deducted from the amount of the refund.

Within 10 days of the day on which the refund is made, the School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

Student is responsible to pay full tuition as agreed upon admission if they complete the program. Student will be charged \$25 dollars late fee each time they delayed tuition payment for up to 3 days and there on, \$25 dollars fee for every day will be charged up to 8 days. After 10 days school has the right to drop student for non-payment and students is still responsible for paying full tuition. If the student was referred by another agency and in the event agency failed to provide full tuition then student, parent/legal guardian/spouse, or responsible party is responsible for paying full tuition to the institution.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus 6% fixed interest rate, less the amount refund.

AMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan, see notice below.



STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.



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7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

http://www.bppe.ca.gov/lawsregs/regs.shtml#_Toc485025224

NOTE: As of July 2017, the current STRF assessment rate is zero dollars (\$0). Although Bureau-approved and registered institutions are not currently required to collect STRF assessments from students, institutions are still required to complete and submit the STRF Assessment Reporting Forms issued by the Bureau. Institutions are also required to maintain all back-up documentation supporting the information reported on their STRF Assessment (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

Reporting Forms. <http://www.bppe.ca.gov/lawsregs/strf.shtml>

NON-PAYMENT OF CHARGES:

Non-payment of tuition, fees, and/or other charges due to American Medical Career College will result in your being obligated for additional collection costs, collection agency costs, and other legal costs. In addition, we reserve the right to report your failure to pay amounts owed to us to one or more national credit bureau organizations and also not to release your diploma/certificate/academic transcript until all your debts to us are paid in full.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1. The federal or state government or a 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**



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- The student may not be eligible for any other federal student financial aid at another institution or other government assistance u the loan is repaid

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at American Medical Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Certified Nurse Assistant and Home Health Aide is also at the complete discretion of the institution to which you may seek to transfer. If the Certified Nurse Assistant and Home Health Aide Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Medical Career College to determine if you're Certified Nurse Assistant and Home Health Aide Certificate will transfer.

Student Initial

"NOTICE"

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

Please read the following regarding the Federal Truth In Lending Act pursuant to Title 15 of the United States Code.

<https://www2.ed.gov/policy/highered/reg/heardrulemaking/2009/loans-sb-2-i4.pdf>

If the student defaults on a federal or state loan, both the following will occur:

- The federal or state government or a loan guarantee agency may take action against a 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 federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Please do not sign this Enrollment Agreement, you must read it entirely prior to signing. You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached riders signed by you are also part of the



Enrollment Agreement. This enrollment agreement legally binding when signed by the students and accepted by the institution.

Students Acknowledgments

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a school Performance Fact sheet, which you are encourage to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Policy relating to completion certification/ license examination passage rates, salaries or wages and the most recent three- year cohort default rate, if applicable, prior to signing this agreement.

Students Initials: _____

I certify that I have received the catalog, school Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School sheet, and have signed, dated the information provided in the School Performance Fact Sheet.

Students Initials: _____

Any question a student may have regarding this enrollment that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite Ca www.bppe.ca.gov, toll free phone 1-888-370-7589 or by Fax (916) 263-1897

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtain on the Bureau's internet website www.bppe.ca.gov