

LOGO

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

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS
2019 & 2020

ACUTE CARE CNA - 104 Clock Hours (13) Days

On-Time Completion Rates (Graduation Rates) *Includes data for
the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	0	0	0	0
2020	0	0	0	0

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

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	0	0	0	0	0
2020	0	0	0	0	0

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

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part - Time vs. Full - Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	0	0
2020	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
2019	0	0	0
2020	0	0	0

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	0
2020	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	0
2020	0	0

Student's Initials: _____ Date: _____

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

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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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
2019	0	0	0	0	0
2020	0	0	0	0	0

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

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	No Salary Information Reported
2019	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0

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

Student's Initials: _____ Date: _____

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

Cost of Educational Program

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

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

Total charges for the program for students completing on time in **2019: \$1, 000.00**

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

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

Student's Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, 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

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed, and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

Refund Information:

- **If the school re-scheduled a class due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a refund of the tuition fees paid except for the registration fees. **The student must complete cancellation form and subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms, skills manual, and equipment cannot be refunded once purchased from the school.
- **If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.**
- **If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.**
- **If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.**
 - **“The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”**
 - **The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is re-paid.**

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

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

Student's Initial: _____ **Date:** _____
Initial only after you have had enough time to read and understand the information.
Signature of School Official: _____ **Date:** _____

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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS
2019 & 2020

RESTORATIVE NURSE ASSISTANT- 24 Clock Hours (3) Days

On-Time Completion Rates (Graduation Rates) *Includes data for
the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	13	13	13	100%
2020	3	3	3	100%

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
2019	13	13	13	13	100%
2020	3	3	3	3	100%

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

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part - Time vs. Full - Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	7	6	13
2020	2	1	3

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
2019	13	0	13
2020	3	0	3

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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
2019	0	13
2020	0	3

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	13
2020	0	3

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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Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	N/A	N/A	N/A	N/A	N/A
2020	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:** _____

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2019	13	13	4	5	0	4	0
2020	3	3	2	1	0	0	0

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

Student's Initials: _____ Date: _____

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

Cost of Educational Program

Total charges for the program for students completing on time in **2019: \$ 495.00**

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

Total charges for the program for students completing on time in **2020: \$ 495.00**

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

Student's Initials: _____ Date: _____

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

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

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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.
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- “Graduates Employed in the Field ” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed , whose employment has been reported , and for whom the institution has documented verification of employment . For occupations for which the state requires passing an examination , the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
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- “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

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed, and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

Refund Information:

- **If the school re-scheduled a class due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a refund of the tuition fees paid except for the registration fees. **The student must complete cancellation form and subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms, skills manual, and equipment cannot be refunded once purchased from the school.
- **If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.**
- **If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.**
- **If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.**
 - **“The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”**
 - **The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is re-paid.**

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

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

Student's Initial: _____ **Date:** _____

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

Signature of School Official: _____ **Date:** _____

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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS
2019 & 2020

HOME HEALTH AIDE- 40 Clock Hours (5) Days

On-Time Completion Rates (Graduation Rates) *Includes data for
the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	21	21	21	100%
2020	4	4	4	100%

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

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	21	21	21	21	100%
2020	4	4	4	4	100%

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

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part - Time vs. Full - Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	11	10	21
2020	2	2	4

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
2019	21	0	21
2020	4	0	4

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www.windsorschoolnursing.com

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	21
2020	0	4

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	21
2020	0	4

Student's Initials: _____ Date: _____

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

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

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Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	N/A	N/A	N/A	N/A	N/A
2020	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:** _____

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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	
2019	21	21	4	9	0	8	0
2020	4	4	0	2	2	0	0

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

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

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

Cost of Educational Program

Total charges for the program for students completing on time in **2018: \$ 495.00**

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: \$ 495.00**

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

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

Student's Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, 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

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed, and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

Refund Information:

- **If the school re-scheduled a class due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a refund of the tuition fees paid except for the registration fees. **The student must complete cancellation form and subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms, skills manual, and equipment cannot be refunded once purchased from the school.
- **If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.**
- **If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.**
- **If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.**
 - **“The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”**
 - **The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is re-paid.**

(a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.

(b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".

(e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

(f) **"The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".**

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

Student's Initial: _____ **Date:** _____

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

Signature of School Official: _____ **Date:** _____

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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS
2019 & 2020

NURSING ASSISTANT - 160 Clock Hours (22) Days

On-Time Completion Rates (Graduation Rates) *Includes data for
the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	94	94	92	94%
2020	76	76	71	93%

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

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	94	92	92	86	93%
2020	76	71	71	65	91%

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

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part - Time vs. Full - Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	20	66	86
2020	14	51	65

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
2019	86	0	86
2020	65	0	65

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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
2019	0	86
2020	0	65

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	86
2020	0	65

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

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

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	92	92	86	6	93%
2020	71	71	65	8	91%

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

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2019	92	86	18	44	12	12	0
2020	71	65	16	35	8	6	0

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

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

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 **2019: \$1,500.00**

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

Total charges for the program for students completing on time in **2020: \$1,500.00**

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

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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.

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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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STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed, and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

Refund Information:

- **If the school re-scheduled a class due to low enrollees prior to or on the day of scheduled class**, the student is given an option to use the fees for the other class scheduled or obtain a refund of the tuition fees paid except for the registration fees. **The student must complete cancellation form and subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms, skills manual, and equipment cannot be refunded once purchased from the school.
- **If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.**
- **If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.**
- **If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.**
 - **“The Federal or State government or a loan agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”**
 - **The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is re-paid.**

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(a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.

(b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".

(e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

(f) **"The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".**

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

Student's Initial: _____

Date: _____

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

Signature of School Official: _____

Date: _____