SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

AAS IN HEALTHCARE ADMINISTRATION-65.5 Units

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	Available for	vailable for Time	
2021	23	23	11	48%
2022	26	26	11	42%

Student's Initials:	Date:

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	17	17	9	53%
2020	20	20	14	70%
2021	23	23	12	52%
2022	26	26	20	77%

Student's Initials:	Date:	

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program		Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	22	14	12	9	75%
2022	26	20	20	15	75%

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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	8	8
2022	0	15	15

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
2021	8	0	9
2022	15	0	15

Self-Employed / Freelance Positions

	1 7	Total Graduates Employed in the Field
2021	0	8
2022	0	15

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	8
2022	0	15

Student's Initials:	Date:
---------------------	-------

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	12	0	0	0	0%
2022	20	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:
Olddenla millais.	Date.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 - \$5,000	\$5,001 - \$10,00 0	\$10,00 1 - \$15,00 0	1 -	\$20,00 1 - \$25,00 0	\$25,001 - \$30,000	\$30,001 - \$35,000
2021	11	8	1	0	0	0	0	0	2
2022	20	15	0	0	0	0	0	0	2
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 - \$40,00	\$40,00 1 - \$45,00 0	\$45,00 1 - \$50,00 0	\$50,00 1 - \$55,00 0	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000
2021	10	8	5	0	0	0	0	0	0
2022	20	15	7	3	0	2	0	1	0
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 - \$75,00	\$75,00 1 - \$80,00 0	\$80,00 1 - \$85,00 0	1 -	1 -	\$95,001 - \$100,00 0	\$100,00 0 over
0004									
2021	10	8	0	0	0	0	0	0	0
2021	10 20	8 15	0	0	0	0	0	0	0
			0	0		0	0		
2022 Calenda	20 Graduates Available for Employme	15 Graduate s Employe	0	0	0	0	0		

A list of sources	used to	substantiate	salary	disclosures	is	available	from	the	school's
Placement office			-						

Student's Initials:	Doto:
Student's Initials:	Date:

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: \$23,488.50. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$27,432.50. Total charges may be higher for students that do not complete on-time.

Student's Initials:	Date:
Initial only after you have had sufficinformation.	cient time to read and understand the

Federal Student Loan Debt

Calendar Year	Rate, AS Reported by the United State Department of	Enrolled Students Receiving Federal Student	of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	92%	100%	\$11,004.53
2022	0.00	92%	90%	\$11,505.63

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

Stude	ent's Initials:	Date:
Initial only	after you have h	ad 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 - Prin	t
Student Signature	Date
School Official	 Date

Definitions

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

ASSOCIATE OF APPLIED SCIENCE DEGREE BUSINESS MANAGEMENT AND ACCT. PROG-67 Units

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		On-Time Completion Rate	
2021	11	11	1	9%	
2022	24	24	11	46%	

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	13	13	10	77%
2020	17	17	11	65%
2021	11	11	4	36%
2022	24	24	16	67%

Student's Initials:	Date:
Student Similais.	Dale.

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program		Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	11	4	4	3	75%
2022	24	16	16	13	81%

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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field	
2021	0	3	3	
2022	0	13	13	

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
2021	3	0	3
2022	13	0	13

Self-Employed / Freelance Positions

	• •	Total Graduates Employed in the Field
2021	0	3
2022	0	13

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	3
2022	0	13

Student's Initials:	Date:
---------------------	-------

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	4	0	0	0	0%
2022	16	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:
Student's initials.	Dale.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

	ilaai Galai	,	<u></u>						
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 -	-	\$10,00 1 - \$15,00 0	1 -	\$20,00 1 - \$25,00 0	-	\$30,001 - \$35,000
2021	4	3	0	0	0	0	0	0	0
2022	16	13	0	0	0	0	0	0	0
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$35,00 1 - \$40,00 0	1 -	1 -	1 -	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000
2021	4	3	2	1	0	0	0	0	0
2022	16	13	3	5	2	1	1	0	1
Calenda r Year	Graduates Available for Employme		1 - \$75,00	\$75,00 1 - \$80,00	1 -	\$85,00 1 - \$90,00	1 -	\$95,001 - \$100,00	\$100,00 0 over
	nt	d in Field	0	0	0	0	0	0	
2021	nt 4	d in Field	0	0	0	0	0	0	0
2021				0 0	0 0	0 0	0 0	0 0	0
	4	3	0	0	0		0		
2022 Calenda	4 16 Graduates Available for Employme	3 13 Graduate s Employe	0	0	0	0	0		

A list of sources	used to	substantiate	salary	disclosures	is	available	from	the	school's
Placement office			-						

Student's Initials:	Doto
Student's Initials.	Date:

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: \$23,488.50. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$27,432.50. Total charges may be higher for students that do not complete on-time.

Student's Initials:	Date:
Initial only after you have had suffi information.	cient time to read and understand the

Federal Student Loan Debt

Calendar Year	Cohort Default Rate, As Reported by the United State	Receiving Federal Student	The Percentage of Graduates Who Took Out Federal Student Loans to Pay	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	74%	50%	\$11,004.53
2022	0.00	83%	94%	\$11,505.63

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

Student's Initials:	Date:
Initial only after you have had sufficie	nt time to read and understand the

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

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

DENTAL ASSISTANT PROGRAM-39.5 Units

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
2021	22	22	7	32%
2022	23	23	11	48%

Student's Initials:	Date:
---------------------	-------

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	27	27	15	56%
2020	35	35	25	71%
2021	22	22	16	73%
2022	23	23	20	87%

Student's Initials:	Data
Singeni s iniliais	Date:

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program		Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	22	16	16	12	75%
2022	23	20	19	18	95%

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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	12	12
2022	0	18	18

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
2021	12	0	12
2022	18	0	18

Self-Employed / Freelance Positions

	• •	Total Graduates Employed in the Field
2021	0	12
2022	0	18

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	12
2022	0	18

Student's Initials:	Date:
---------------------	-------

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	16	0	0	0	0%
2022	20	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:
Oludent's miliais.	Date.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 - \$5,000	\$5,001 - \$10,00 0	\$10,00 1 - \$15,00 0	1 -	\$20,00 1 - \$25,00 0	-	\$30,001 - \$35,000	
2021	16	12	1	0	0	0	0	1	9	
2022	19	18	0	0	0	0	0	0	9	
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 -	\$40,00 1 - \$45,00 0	1 -	\$50,00 1 - \$55,00 0	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000	
2021	16	12	1	0	0	0	0	0	0	
2022	19	18	9	0	0	0	0	0	0	
Calenda r Year	Graduates Available for Employme nt	s	1 -	1 -	\$80,00 1 - \$85,00 0	1 -	1 -	\$95,001 - \$100,00 0	\$100,00 0 over	
2021	16	12	0	0	0	0	0	0	0	
2022	19	18	0	0	0	0	0	0	0	
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	No Salary Information Reported							
2021	16	12				0				
2022				0						

A list of sources	used to	substantiate	salary	disclosures	is	available	from	the	school's
Placement office			-						

Ctudont's Initials	Data
Student's Initials:	Date:

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: \$18,491.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$18,591.50. Total charges may be higher for students that do not complete on-time.

Student's Initials:	Date:
Initial only after you have had suffic information.	eient time to read and understand the
Fodoral S	Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	Students Receiving Federal Student Loans to Pay	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	82%	89%	\$11,004.53
2022	0.00	73%	82%	\$11,505.63

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

Student's Initials:	Date:
Initial only after you have had suffic	eient 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

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

MEDICAL ASSISTANT PROGRAM-34 Units

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		On-Time Completion Rate
2021	105	105	56	53%
2022	83	83	58	70%

Student's Initials:	Date:
---------------------	-------

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	148	148	112	76%
2020	108	108	84	78%
2021	105	105	67	64%
2022	83	83	64	77%

Student's Initials:	Date:

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field	
2021	105	67	66	51	77%	
2022	83	64	58	44	76%	

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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	51	51
2022	0	44	44

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
2021	51	0	51
2022	44	0	44

Self-Employed / Freelance Positions

	• •	Total Graduates Employed in the Field
2021	0	51
2022	0	44

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	51
2022	0	44

Student's Initials:	Date:
---------------------	-------

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate	
2021	67	0	0	0	0%	
2022	64	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.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

, ,,,,	ilaai Galai	y and it	agoo .	vopo. t	J	O aaaa	a.00		J. G.
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 - \$5,000	-	\$10,00 1 - \$15,00 0	1 -	\$20,00 1 - \$25,00 0	-	\$30,001 - \$35,000
2021	66	51	0	0	0	0	3	6	34
2022	58	44	0	0	0	0	0	0	30
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$35,00 1 - \$40,00 0	1 -	\$45,00 1 - \$50,00 0	1 -	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000
2021	66	51	5	2	0	0	1	0	0
2022	58	44	10	3	1	0	0	0	0
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 -	\$75,00 1 - \$80,00 0	\$80,00 1 - \$85,00 0	\$85,00 1 - \$90,00 0	1 -	\$95,001 - \$100,00 0	\$100,00 0 over
2021	66	51	0	0	0	0	0	0	0
2022	58	44	0	0	0	0	0	0	0
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	No Sala	nry Infor	mation I	Reported	d		
	Available for Employme	s Employe	No Sala	nry Infor	mation I	Reported 0	d		

A list of sources	used to	substantiate	salary	disclosures	is	available	from	the	school's
Placement office			-						

Ctudont's Initials	Data
Student's Initials:	Date:

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: \$16,242.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$16,350.00. Total charges may be higher for students that do not complete on-time.

	INVIOCE LICCONE	The Percentage of	The Percentage	The Average Amount of Federal			
Federal Student Loan Debt							
Student's Initials: Date: Initial only after you have had sufficient time to read and understand the information.							
		_					
charges may be higher	for students that	do not complete	e on-time.				

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	Receiving	of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	70%	74%	\$11,004.53
2022	0.00	78%	73%	\$11,505.63

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

Student's Initials:	Date:
Initial only after you have had suffic	ient 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

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

MEDICAL OFFICE SPECIALIST-36 Units

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	Available for		On-Time Completion Rate	
2021	45	45	15	33%	
2022	30	30	11	37%	

Student's Initials:	Date:
---------------------	-------

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	27	27	17	63%
2020	26	26	14	54%
2021	45	45	26	58%
2022	30	30	13	43%

Student's Initials:	Date:

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Who Began the Program Graduates		Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	45	26	25	18	72%
2022	30	13	13	10	77%

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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field	
2021	0	18	18	
2022	0	10	10	

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
2021	18	0	18
2022	10	0	10

Self-Employed / Freelance Positions

•		Total Graduates Employed in the Field	
2021	0	18	
2022	0	10	

Institutional Employment

Calendar Year Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution		Total Graduates Employed in the Field	
2021	0	18	
2022	0	10	

Student's Initials:	Date:
---------------------	-------

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year Number of Graduates		Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	26	0	0	0	0%
2022	13	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.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 - \$5,000	\$5,001 - \$10,00 0	\$10,00 1 - \$15,00 0	1 -	\$20,00 1 - \$25,00 0	\$25,001 - \$30,000	\$30,001 - \$35,000
2021	25	18	0	0	0	0	0	1	11
2022	13	10	0	0	0	0	0	0	3
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 -	\$40,00 1 - \$45,00 0	1 -	\$50,00 1 - \$55,00 0	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000
2021	25	18	6	0	0	0	0	0	0
2022	13	10	5	2	0	0	0	0	0
Calenda r Year	Graduates Available for Employme nt	s	\$70,00 1 - \$75,00 0	1 -	\$80,00 1 - \$85,00 0	1 -	1 -	\$95,001 - \$100,00 0	\$100,00 0 over
2021	25	18	0	0	0	0	0	0	0
2022	13	10	0	0	0	0	0	0	0
	Graduates	0	No Salary Information Reported						
Calenda r Year	Available for Employme nt	Graduate s Employe d in Field	No Sala	nry Infor	mation I	Reported	d		
	for Employme	s Employe	No Sala	nry Infor	mation I	Reported 0	d		

A list of sources	used to	substantiate	salary	disclosures	is	available	from	the	school's
Placement office			-						

Student's Initials:	Doto:
Student's Initials:	Date:

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: \$15,992.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$15,992.00. Total charges may be higher for students that do not complete on-time.

Student's Initials:	Date:
Initial only after you have had suffic information.	cient time to read and understand the

Calendar Year	Cohort Default Rate, As Reported by the United State Department of	Students Receiving Federal Student	of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	68%	69%	\$11,004.53
2022	0.00	72%	71%	\$11,505.63

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

Student's Initials:	Date:
Initial only after you have had suffic	eient 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

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

Nurse Assistant Training-6 Units

On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

	Number of Students Who Began the Program	Students Available for Graduation		On-Time Completion Rate	
2021	6	6	6	100%	
2022	0	0	0	0%	

Student's Initials:	Date:
---------------------	-------

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2020	0	0	0	0%
2021	6	6	6	100%
2022	0	0	0	0%

Student's Initials: Date	•
--------------------------	---

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program		Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	6	6	4	3	100%
2022	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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field	
2021	0	3	3	
2022	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	
2021	3	0	3	
2022	0	0	0	

Self-Employed / Freelance Positions

	• •	Total Graduates Employed in the Field
2021	0	3
2022	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	3
2022	0	0

Student's Initials:	Date:
---------------------	-------

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	6	4	3	1	75%
2022	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.

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

	ilaai Galai	<u>, </u>	- J						
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 - \$5,000	-	\$10,00 1 - \$15,00 0	1 -	\$20,00 1 - \$25,00 0	-	\$30,001 - \$35,000
2021	4	3	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$35,00 1 - \$40,00 0	1 -	1 -	1 -	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000
2021	4	3	0	3	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 -	\$75,00 1 - \$80,00 0	1 -	\$85,00 1 - \$90,00 0	1 -	\$95,001 - \$100,00 0	\$100,00 0 over
	Available for Employme	s Employe	1 - \$75,00	1 -	1 -	1 -	1 -	-	
r Year	Available for Employme nt	s Employe d in Field	1 - \$75,00 0	1 - \$80,00 0	1 - \$85,00 0	1 - \$90,00 0	1 - \$95,00 0	- \$100,00 0	0 over
2021 2022	Available for Employme nt	s Employe d in Field	1 - \$75,00 0 0	1 - \$80,00 0	1 - \$85,00 0	1 - \$90,00 0	1 - \$95,00 0	\$100,00 0	0 over
2021 2022 Calenda	Available for Employme nt 4 0 Graduates Available for Employme	s Employe d in Field 3 0 Graduate s Employe	1 - \$75,00 0 0	1 - \$80,00 0	1 - \$85,00 0	1 - \$90,00 0	1 - \$95,00 0	\$100,00 0	0 over

A list of sources	used to	substantiate	salary	disclosures	is	available	from	the	school's
Placement office			-						

Student's Initials:	Doto:
Student's Initials:	Date:

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: \$1,499.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$2,495.00. Total charges may be higher for students that do not complete on-time.

Student's Initials:	Date:
Initial only after you have had suffic information.	ient time to read and understand the

Federal Student Loan Debt

Calendar Year	Cohort Default Rate, As Reported by the United State	Receiving	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	0%	0%	\$11,004.53
2022	0.00	0%	0%	\$11,505.63

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

Student's Initials:	Date:
---------------------	-------

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

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS: 2021 & 2022

VOCATIONAL NURSING-1624 Hours

On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

alendar 'ear	Number of Students Who Began the Program	Students Available for Graduation		On-Time Completion Rate
2021	85	85	25	29.41%
2022	94	94	49	52%

Student's Initials: Date:

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	37	37	17	46%
2020	95	95	30	32%
2021	85	85	29	34%
2022	94	94	60	64%

Student's Initials:	Date:
Otadont 3 miliais.	Date.

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

Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program		Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	85	30	29	18	62%
2022	94	60	60	42	70%

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 from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	18	18
2022	0	42	42

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
2021	18	0	18
2022	42	0	42

Self-Employed / Freelance Positions

		Total Graduates Employed in the Field
2021	0	18
2022	0	42

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	18
2022	Λ	42

Studer	nt's Initials:	 Date:	

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

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	29	17	17	0	100%
2022	60	48	48	0	100%

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

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

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	\$1 - \$5,000	\$5,001 - \$10,00 0	\$10,00 1 - \$15,00 0	\$15,00 1 - \$20,00 0	\$20,00 1 - \$25,00 0	\$25,001 - \$30,000	-
2021	29	18	0	0	0	0	0	0	0
2022	60	42	0	0	0	0	0	0	1
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 - \$40,00	\$40,00 1 - \$45,00 0	\$45,00 1 - \$50,00 0	1 -	\$55,00 1 - \$60,00 0	\$60,001 - \$65,000	\$65,001 - \$70,000
2021	29	18	0	0	0	0	0	9	9
2022	60	42	0	0	0	0	1	12	14
Calenda r Year	Graduates Available for Employme nt	Graduate s Employe d in Field	1 - \$75,00	\$75,00 1 - \$80,00 0	\$80,00 1 - \$85,00 0	\$85,00 1 - \$90,00 0	1 -	\$95,001 - \$100,00 0	\$100,00 0 over
2021	30	17	0	0	0	0	0	0	0
2022	60	42	13	0	1	0	0	0	0
Calenda r Year	Graduates Available for Employme	Graduate s Employe d in Field	No Sala	ary Infor	mation I	Reported	d		
	nt								
2021	nt 29	18				0			

A list of sources used to substantiate salary disclosures is available from the school's Placement office

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 2021: \$32,484.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$35,885.00. Total charges may be higher for students that do not complete on-time.

Student's Initials:	_ Date:
Initial only after you have had suffinger	icient time to read and understand the

Federal Student Loan Debt

Calendar Year	Cohort Default Rate, As Reported by the United State	Receiving Federal Student	of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	3.70	93%	97%	\$11,004.53
2022	0.00	89%	86%	\$11,505.63

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

Student's Initials:	Date:
	icient 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 - Pr	int
Student Signature	Date
School Official	 Date

Definitions

- 1. "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.
- 2. "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.
- 3. "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.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6."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.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "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.
- 9. "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.
- 10. "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.

- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "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.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "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

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

- **a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- **b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- **d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00** is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.