

GLOBE INSTITUTE OF RECORDING AND PRODUCTION
110 Caledonia St. Ste A Sausalito, CA 94965 (415) 777-2486 www.GlobeRecording.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 and 2022
Sound Healing and Therapy Certificate Program – 186 hours

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	55	40	33	83%
2022	93	85	65	76%

Student's Initials _____ Date _____

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	55	37	37	27	73%
2022	93	85	82	59	72%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative or you can review the list on the

institution's website at www.GlobeRecording.com

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field average of 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2023	22	1	27
2022	52	6	59

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
2023	12	8	27
2022	31	24	59

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	22	27
2022	51	59

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2023	1	27
2022	1	59

Student's Initials _____ Date _____

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This program may result in freelance or self-employment.

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

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2023	37	n/a	n/a	n/a	n/a
2022	85	n/a	n/a	n/a	n/a

This program does not lead to CA state licensure.

Student's Initials: _____ Date: _____

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	<u>Annual Salary and Wages Reported by Graduates Employed in the Field</u>									
			\$0 to \$5000	\$5,001 to \$10,000	\$10,001 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000
			2023	37	27	12	4	2	2	1	0	0
2022	82	59	20	14	7	2	5	0	0	2	0	0

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	from \$100,000	No Salary Info Reported
2023	0	0	0	0	0	1	0	0	0	0	3	0
2022	0	0	0	1	0	0	0	0	0	0	2	5

A list of sources used to substantiate salary disclosures is available from the school. Contact the Director for more information.

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2023: \$2600 at the Institute; \$2000 Online. 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: \$2600 at the Institute; \$2000 Online. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

Students at GLOBE INSTITUTE OF RECORDING AND PRODUCTION are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____ Only initial after you have had sufficient time to read and understand the information.

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 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

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Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

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- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

IN-PERSON AT THE INSTITUTE

STUDENT'S RIGHT TO WITHDRAW

The Institute 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.

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment; or (3) The student fails to attend class for a three-week period.

STUDENT/BUYER'S RIGHT TO CANCEL

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

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. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation.

The student must provide the institution with written notification expressing his/her desire not to be bound by the enrollment agreement or submit the signed Notice of Cancellation form to David Gibson, Director at 110 Caledonia St. Ste A. Sausalito, CA 94965 to be eligible for the refund.

ONLINE – DISTANCE LEARNING

Globe Institute will transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student shall have the right to cancel the enrollment agreement and receive a full refund **before the first lesson and materials are received**. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the

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refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

(1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT'S RIGHT TO WITHDRAW

The Institute 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

If Globe Institute transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, **but shall not be obligated to pay any refund after all of the lessons and material are transmitted. If the student is doing monthly payments (pay as you go) then drops the program then the student must still continue payments in full if materials have been received.**

The student has the right to cancel the enrollment agreement and receive a full refund minus the registration fee, without any penalty or obligation, **until the class materials are received.** The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation.

The student has a right to stop school after the cancellation period and receive a refund for the unused portion of the amount paid for the instruction less a registration fee not exceeding seventy-five dollars (\$75) if 60% or less of the course has been completed. The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 and 2022
RECORDING ARTS AND TECHNOLOGY CERTIFICATE PROGRAM – 148 hours

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	5	5	5	100%
2022	10	8	8	100%

Student's Initials _____ Date _____

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	5	5	5	4	80%
2022	10	8	8	6	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. To obtain this list, please ask an institutional representative or you can review the list on the institution's website at www.GlobeRecording.com

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field average of 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2023	4	0	4
2022	2	2	6

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
2023	2	2	4
2022	5	1	6

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	4	4
2022	4	6

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2023	0	4
2022	1	6

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

Student’s Initials: _____ Date: _____

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2023	5	n/a	n/a	n/a	n/a
2022	8	n/a	n/a	n/a	n/a

This program does not lead to CA state licensure.

Student’s Initials: _____ Date: _____

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	<u>Annual Salary and Wages Reported by Graduates Employed in the Field</u>									
			\$0 to \$5000	\$5,001 to \$10,000	\$10,001 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000
			2023	5	4	2	1	1	0	0	0	0
2022	8	6	1	2	0	0	0	1	0	1	0	0

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	from \$100,000	No Salary Info Reported
2023	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	1

A list of sources used to substantiate salary disclosures is available from the school. Contact the Director for more information.

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2023: \$3800 at the Institute; \$3000 Online. 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: \$3800 at the Institute; \$3000 Online. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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Student's Initials: _____ Date: _____

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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

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Definitions

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- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
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- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
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STUDENT’S RIGHT TO CANCEL

IN-PERSON AT THE INSTITUTE

STUDENT'S RIGHT TO WITHDRAW

The Institute 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.

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment; or (3) The student fails to attend class for a three-week period.

STUDENT/BUYER'S RIGHT TO CANCEL

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

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. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation.

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ONLINE – DISTANCE LEARNING

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(1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT'S RIGHT TO WITHDRAW

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REFUND POLICY

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The student has the right to cancel the enrollment agreement and receive a full refund minus the registration fee, without any penalty or obligation, **until the class materials are received**. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation.

The student has a right to stop school after the cancellation period and receive a refund for the unused portion of the amount paid for the instruction less a registration fee not exceeding seventy-five dollars (\$75) if 60% or less of the course has been completed. The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 and 2022
ADVANCED SOUND THERAPY CERTIFICATE PROGRAM – 148 hours

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	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.

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	6	6	6	5	83%
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. To obtain this list, please ask an institutional representative or you can review the list on the institution's website at www.GlobeRecording.com

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field average of 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2023	4	1	5
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
2023	3	2	5
2022	0	0	0

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	4	5
2022	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2023	0	5
2022	0	0

Student's Initials _____ Date _____

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

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This program may result in freelance or self-employment.

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

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2023	6	n/a	n/a	n/a	n/a
2022	0	n/a	n/a	n/a	n/a

This program does not lead to CA state licensure.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	<u>Annual Salary and Wages Reported by Graduates Employed in the Field</u>									
			\$0 to \$5000	\$5,001 to \$10,000	\$10,001 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000
			2023	6	5	3	1	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	from \$100,000	No Salary Info Reported
	2023	1	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Contact the Director for more information.

Student's Initials: _____ Date: _____

Only initial 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 2023: \$3800 at the Institute; \$3000 Online. 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: \$3800 at the Institute; \$3000 Online. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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Only initial after you have had sufficient time to read and understand the information.

Students at GLOBE INSTITUTE OF RECORDING AND PRODUCTION are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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

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

Student Name – Print

Student Signature

Date

School Official

Date

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who canceled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

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

STUDENT'S RIGHT TO CANCEL

IN-PERSON AT THE INSTITUTE

STUDENT'S RIGHT TO WITHDRAW

The Institute 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.

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment; or (3) The student fails to attend class for a three-week period.

STUDENT/BUYER'S RIGHT TO CANCEL

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

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. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation.

The student must provide the institution with written notification expressing his/her desire not to be bound by the enrollment agreement or submit the signed Notice of Cancellation form to David Gibson, Director at 110 Caledonia St. Ste A. Sausalito, CA 94965 to be eligible for the refund.

ONLINE – DISTANCE LEARNING

Globe Institute will transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student shall have the right to cancel the enrollment agreement and receive a full refund **before the first lesson and materials are received**. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the

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refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

(1) An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT'S RIGHT TO WITHDRAW

The Institute 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

If Globe Institute transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, **but shall not be obligated to pay any refund after all of the lessons and material are transmitted. If the student is doing monthly payments (pay as you go) then drops the program then the student must still continue payments in full if materials have been received.**

The student has the right to cancel the enrollment agreement and receive a full refund minus the registration fee, without any penalty or obligation, **until the class materials are received.** The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation.

The student has a right to stop school after the cancellation period and receive a refund for the unused portion of the amount paid for the instruction less a registration fee not exceeding seventy-five dollars (\$75) if 60% or less of the course has been completed. The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.