

**MONTROSE ACADEMY**  
680 E. Colorado Blvd., Suite 180  
Phone (626) 900 9013 Fax 818 484 3039

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2021 & 2022**

**Accounting with Quickbooks and Advanced MS Office On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On – Time Graduates</b>	<b>On – Time Completion Rate</b>
2021	164	164	164	100%
2022	262	262	262	100%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



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**MONTROSE ACADEMY**

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

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employed in the Field</b>
2021	164	164	164	158	80%
2022	262	262	262	245	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. **(Insert how student can obtain this information)**

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

**Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per Week</b>	<b>Graduates Employed in the Field at least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2021	0	158	158
2022	0	245	245

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduate Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2021	0		0
2022	0		0

**Self-Employed/ Freelance Positions**

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

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, or an Employer who Shares Ownership with the Institution</b>	<b>Total Graduates Employed in the Field</b>
2021	5	5
2022	3	3

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

This program may result in freelance or self-employment.

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

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2021	0	N/A	N/A	N/A	N/A
2022	0	N/A	N/A	N/A	N/A

This program does not require State Licensure

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Annual salary and wages reported for Graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2021	158	158	69	89	0	0	0
2022	245	245	156	89	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. **(Students can obtain salary and Wage Information from the Bureau of Labor Statistics Website <https://www.bls.gov> and the EDD Labor Market Information <https://www.edd.ca.gov>)**

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

**Cost of Education Program**

Total charges for the program for students completing on-time in 2021: \$7,500. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2022: \$7,500. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

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**680 E. Colorado Blvd., Suite 1180**  
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**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

Students at MONTROSE ACADEMY are not eligible for federal student loans. The 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: \_\_\_\_\_**

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://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



**MONTROSE ACADEMY**  
**680 E. Colorado Blvd., Suite 1180**  
**Phone (626) 900 9013 Fax 818 484 3039**  
**STUDENT'S RIGHT TO CANCEL**

**NOTICE OF CANCELLATION**

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services.** Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2<sup>nd</sup> term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

**NOTE:**

**YOU WILL RECEIVE 2 COPIES OF THE NOTICE OF CANCELLATION ON THE DAY  
YOU START CLASSES**

**MONTROSE ACADEMY**  
**680 E. Colorado Blvd., Suite 1180**  
**Phone (626) 900 9013 Fax 818 484 3039**  
**HYPOTHETICAL REFUND EXAMPLE:**

Assume you, upon enrollment in a 400 hour course, pay \$2,000 for tuition, \$100 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100 (\$2,000 \text{ Tuition} + \$100 \text{ Registration Fee}) - \$75.00 \text{ Registration Fee Retained by the School, } \times (.75) \text{ or } 300 \text{ Hours of Instruction Paid for \& Not Received (Divided by)} - 400 \text{ Hours of Instruction for which you have paid} = \$1,518.75 \text{ Actual Refund Amount.}$

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be  $(\$1518.75 + \$150) = \$1668.75$ .

For programs over 12 months, if you withdraw prior to the next 12 month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- © You fail to attend classes for a three-week period (21 school days);

(7471) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid obligations programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

\*Registration fee is non-refundable after the seventh day of attendance.

\*\*Student tuition recovery fund is non-refundable after the seventh day of attendance.

**Tuition Assistance: At the present time, MONTROSE ACADEMY does not offer financial aid programs**

**“AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT”**



## **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. Published : December 1, 2016 Page 7 of 9 LOGO INSTITUTION NAME ADDRESS | PHONE | WEBSITE

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

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**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2021 & 2022**

**Medical Office Billing Insurance Program**

**On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to  
reporting

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On – Time Graduates</b>	<b>On – Time Completion Rate</b>
2021	2	2	2	100%
2022	10	9	9	99%

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employed in the Field</b>
2021	2	2	2	2	100%
2022	10	9	9	9	99%

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. **(Insert how student can obtain this information)**

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

**Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per Week</b>	<b>Graduates Employed in the Field at least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2021	0	2	2
2022	4	5	9

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduate Employed in the Field in a Single Position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2021	2		2
2022	9		9

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**Self-Employed/ Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	0
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	0
2022	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

This program may result in freelance or self-employment.

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

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2021	0	N/A	N/A	N/A	N/A
2022	0	N/A	N/A	N/A	N/A

This program does not require State Licensure

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only 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)**

**Annual salary and wages reported for Graduates employed in the field.**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$20,001 - \$25,000</b>	<b>\$35,001 - \$40,000</b>	<b>\$40,001 - \$45,000</b>	<b>\$45,001 - \$50,000</b>	<b>No Salary Information Reported</b>
2021	2	2	0	2	0	0	0
2022	9	9	4	05	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. **(Students can obtain salary and Wage Information from the Bureau of Labor Statistics Website <https://www.bls.gov> and the EDD Labor Market Information <https://www.edd.ca.gov>)**

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Cost of Education Program**

Total charges for the program for students completing on-time in 2019: \$7,500. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2020: \$7,500. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

Students at COMPUTER INSTITUTE OF TECHNOLOGY are not eligible for federal student loans. The 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:** \_\_\_\_\_

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\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date





**MONTROSE ACADEMY**  
**680 E. Colorado Blvd., Suite 1180**  
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**STUDENT'S RIGHT TO CANCEL**

**NOTICE OF CANCELLATION**

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services.** Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2<sup>nd</sup> term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

**NOTE:**

**YOU WILL RECEIVE 2 COPIES OF THE NOTICE OF CANCELLATION ON THE DAY**

**YOU START CLASSES**

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**680 E. Colorado Blvd., Suite 1180**  
**Phone (626) 900 9013 Fax 818 484 3039**  
**HYPOTHETICAL REFUND EXAMPLE:**

Assume you, upon enrollment in a 400 hour course, pay \$2,000 for tuition, \$100 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

\$2100 (\$2,000 Tuition + \$100 Registration Fee) Amount Paid - \$75.00 Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) – 400 Hours of Instruction for which you have paid = \$1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be (\$1518.75+\$150) = \$1668.75.

For programs over 12 months, if you withdraw prior to the next 12 month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- © You fail to attend classes for a three-week period (21 school days);

(7471) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid obligations programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

\*Registration fee is non-refundable after the seventh day of attendance.

\*\*Student tuition recovery fund is non-refundable after the seventh day of attendance.

**Tuition Assistance: At the present time, Computer Institute of Technology does not offer financial aid programs**

**“AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT”**

## **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. Published : December 1, 2016 Page 7 of 9 LOGO INSTITUTION NAME ADDRESS | PHONE | WEBSITE

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**Phone (626) 900 9013 Fax 818 484 3039**

- “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