10 Orchard, Suite 200, Lake Forest, California 92630 www.preparedmontessorian.com

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022

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

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

#### IND Montessori Teach Education Certificate Program- Infant & Toddler (600 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	N/A
2022	31	11	11	35%

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
2021	Ō	0	0	N/A
2022	31	11	11	35%

Note: This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program **are incomplete** at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. On average, it takes **between 2 to 3 years** to complete the program.

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## 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	0	0	0	0	N/A
2022	31	11	11	11	100%

# **Gainfully Employed Categories**

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

#### Part-Time vs Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	1	10	11

## 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	0	0	0
2022	11	0	11

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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 \_\_\_\_\_ 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 in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	NA
2022	11	0	0	0	NA

There is no license examination associated with or required by our diploma program.

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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 in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$30,001 _ \$40,000	\$40,001 - \$50,000	\$50,001 - \$60,000	No Salary Information Reported
2021	0	0	0	0	0	0
2022	11	0	4	4	3	0

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: \$5,000 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: \$5,000 Total charges may be higher for students that do not complete on-time.

Student's Initials:\_\_\_\_\_Date \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

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# Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, as Reported by the United States Department of Education <sup>1</sup>	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	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	NA	0%	0%	NA
2022	NA	0%	0%	NA

Student's Initials:\_\_\_\_\_Date \_\_\_\_\_

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Student Name - Print

Student Signature

Date

School Official

Date

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## **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.

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- 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**

A student has the right to cancel enrollment for a full refund of tuition on or before the first day of the program or 7 days after enrollment, whichever is later. At any time after that, the student can withdrawal for a refund of the portion of the training not yet attended or scheduled to attend. Refunds will be provided within 45 days of a cancellation or withdrawal. The refund policy is applicable for all of the four programs below:

- IND Montessori Teach Education Certificate Program- Infant & Toddler
- IND Montessori Teach Education Certificate Program-Early Childhood
- IND Montessori Teach Education Certificate Program-Elementary I/II
- IND Montessori Teach Education Certificate Program-Secondary I/II

We refund tuition that has been paid to Prepared Montessorian Institute for any portion of the training not yet attended or scheduled to attend. We calculate the amount to be refunded by applying a tuition rate per clock hour of the course. Each hour attended in seminars, completed during practicum components, or completed asynchronous video and assignments is tracked through Altitude completion cards and trackers. You will be refunded the amount owed to you for the portions of the program you have not finished. For example, the Elementary program is 1200 hours in length. If prior to your withdrawal you attend 100 hours of classes, and complete another 300 hours of asynchronous assignments, and 300 hours of practicum, you would have completed 700 total hours and be due a refund for the remaining 500 hours of the program you had not completed or attended.

When calculating refunds, the official date of a student's withdrawal is determined in one of the following ways:

- 1. The last date of recorded attendance.
- 2. When PMI receives notice of the student's intention to discontinue the training.
- 3. When the student is expelled for violation of a published school policy which provides for termination.
- 4. When a student fails to attend classes for 30 calendar days without notice the status change to PMI.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022

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

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

#### IND Montessori Teach Education Certificate Program - Early Childhood (600 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	N/A
2022	22	10	10	45%

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
2021	0	0	0	N/A
2022	22	10	10	45%

Student's Initials:\_\_\_\_\_Date \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

Note: This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program **are incomplete** at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. On average, it takes **between 2 to 3 years** to complete the program.

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## 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	0	0	0	0	N/A
2022	22	10	10	6	60%

## **Gainfully Employed Categories**

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

## Part-Time vs Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	6	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
2021	0	0	0
2022	6	0	6

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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 \_\_\_\_\_ 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 in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	NA
2022	10	0	0	0	NA

There is no license examination associated with or required by our diploma program.

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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 in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$30,001 _ \$40,000	\$40,001 - \$50,000	\$50,001 - \$60,000	No Salary Information Reported
2021	0	0	0	0	0	0
2022	10	0	4	1	1	4

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: \$5,000 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: \$5,000 Total charges may be higher for students that do not complete on-time.

Student's Initials:\_\_\_\_\_Date \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

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# Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, as Reported by the United States Department of Education <sup>1</sup>	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	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	NA	0%	0%	NA
2022	NA	0%	0%	NA

Student's Initials:\_\_\_\_\_Date \_\_\_\_\_

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Student Name - Print

Student Signature

Date

School Official

Date

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- 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**

A student has the right to cancel enrollment for a full refund of tuition on or before the first day of the program or 7 days after enrollment, whichever is later. At any time after that, the student can withdrawal for a refund of the portion of the training not yet attended or scheduled to attend. Refunds will be provided within 45 days of a cancellation or withdrawal. The refund policy is applicable for all of the four programs below:

- IND Montessori Teach Education Certificate Program- Infant & Toddler
- IND Montessori Teach Education Certificate Program-Early Childhood
- IND Montessori Teach Education Certificate Program-Elementary I/II
- IND Montessori Teach Education Certificate Program-Secondary I/II

We refund tuition that has been paid to Prepared Montessorian Institute for any portion of the training not yet attended or scheduled to attend. We calculate the amount to be refunded by applying a tuition rate per clock hour of the course. Each hour attended in seminars, completed during practicum components, or completed asynchronous video and assignments is tracked through Altitude completion cards and trackers. You will be refunded the amount owed to you for the portions of the program you have not finished. For example, the Elementary program is 1200 hours in length. If prior to your withdrawal you attend 100 hours of classes, and complete another 300 hours of asynchronous assignments, and 300 hours of practicum, you would have completed 700 total hours and be due a refund for the remaining 500 hours of the program you had not completed or attended.

When calculating refunds, the official date of a student's withdrawal is determined in one of the following ways:

- 1. The last date of recorded attendance.
- 2. When PMI receives notice of the student's intention to discontinue the training.
- 3. When the student is expelled for violation of a published school policy which provides for termination.
- 4. When a student fails to attend classes for 30 calendar days without notice the status change to PMI.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022

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

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

#### IND Montessori Teach Education Certificate Program - Elementary I/II (1200 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	N/A
2022	23	15	15	65%

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
2021	0	0	0	N/A
2022	23	15	15	65%

Note: This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program **are incomplete** at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. On average, it takes **between 2 to 3 years** to complete the program.

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## 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	0	0	0	0	N/A
2022	23	15	6	6	40%

## **Gainfully Employed Categories**

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

## Part-Time vs Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	6	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
2021	0	0	0
2022	6	0	6

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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 \_\_\_\_\_ 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 in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	N/A
2022	15	0	0	0	N/A

There is no license examination associated with or required by our diploma program.

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## **Salary and Wage Information**

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Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$30,001 _ \$40,000	\$40,001 - \$50,000	\$50,001 - \$60,000	No Salary Information Reported
2021	0	0	0	0	0	0
2022	15	0	0	0	6	9

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: \$6,500 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: \$6,500 Total charges may be higher for students that do not complete on-time.

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

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# Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, as Reported by the United States Department of Education <sup>1</sup>	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	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	N/A	0%	0%	N/A
2022	N/A	0%	0%	N/A

Student's Initials:\_\_\_\_\_\_Date \_\_\_\_\_

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Student Name - Print

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- IND Montessori Teach Education Certificate Program-Secondary I/II

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022

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

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

#### IND Montessori Teach Education Certificate Program- Secondary I/II (1500 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	N/A
2022	23	7	7	30%

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
2021	0	0	0	N/A
2022	23	7	7	30%

Student's Initials:\_\_\_\_\_\_Date \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

Note: This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program **are incomplete** at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. On average, it takes **between 2 to 3 years** to complete the program.

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## 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	0	0	0	0	N/A
2022	23	7	4	4	57%

# **Gainfully Employed Categories**

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

#### Part-Time vs Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	4	4

# Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	0	0	0
2022	3	1	4

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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 \_\_\_\_\_ 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 in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	NA
2022	7	0	0	0	NA

There is no license examination associated with or required by our diploma program.

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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 in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$30,001 - \$40,000	\$40,001 - \$50,000	\$50,001 - \$60,000	No Salary Information Reported
2021	0	0	0	0	0	0
2022	7	0	0	0	4	3

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: \$7,500 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: \$7,500 Total charges may be higher for students that do not complete on-time.

 Student's Initials:
 Date

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

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# Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, as Reported by the United States Department of Education <sup>1</sup>	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	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	NA	0%	0%	NA
2022	NA	0%	0%	NA

Student's Initials:\_\_\_\_\_Date \_\_\_\_\_

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

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

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

- 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.

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- 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**

A student has the right to cancel enrollment for a full refund of tuition on or before the first day of the program or 7 days after enrollment, whichever is later. At any time after that, the student can withdrawal for a refund of the portion of the training not yet attended or scheduled to attend. Refunds will be provided within 45 days of a cancellation or withdrawal. The refund policy is applicable for all of the four programs below:

- IND Montessori Teach Education Certificate Program- Infant & Toddler
- IND Montessori Teach Education Certificate Program-Early Childhood
- IND Montessori Teach Education Certificate Program-Elementary I/II
- IND Montessori Teach Education Certificate Program-Secondary I/II

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