

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2020 & 2021**

**VOCATIONAL NURSING - 44 WEEKS**

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

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	86	84	37	44%
2020	87	83	21	25%

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	86	84	54	64%
2020	87	83	23	28%

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
2021	86	54	50	36	72%
2020	87	23	19	12	63%

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. Your enrollment specialist will have the list available for you.

To obtain an additional list of employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates, please refer to the California Employment Development Department website at:

[Summary Occupational Guide \(ca.gov\)](https://www.labormarketinfo.edd.ca.gov/OccGuides/Summary.aspx?Soccode=292061&Geography=0604000099)

<https://www.labormarketinfo.edd.ca.gov/OccGuides/Summary.aspx?Soccode=292061&Geography=0604000099>

**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	36	36
2020	0	12	12

**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	36	0	36
2020	12	0	12

**Self-Employed / Freelance Positions (N/A)**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	36
2020	0	12

**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
2021	0	36
2020	0	12

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 Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	54	39	35	4	90%
2020	24	30	26	4	87%

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

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

[https://www.bvnpt.ca.gov/pdf/vn\\_pass\\_rates.pdf](https://www.bvnpt.ca.gov/pdf/vn_pass_rates.pdf)

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 2 graduate(s).

**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	\$20,000	\$25,001	\$30,001	\$35,001	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	No Salary Information Reported
			- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	- \$50,000	- \$55,000	- \$60,000	- \$65,000	
2021	50	36	0	0	0	0	0	0	0	0	0	36

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000	\$25,001	\$30,001	\$35,001	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	No Salary Information Reported
			- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	- \$50,000	- \$55,000	- \$60,000	- \$65,000	
2020	19	12	0	0	0	0	6	6	0	0	0	12

A list of sources used to substantiate salary disclosures is available from the school. Your enrollment specialist will have the list available for you.

**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 2020: **\$33.891**

Total charges for the program for students completing on-time in 2019: **\$33.891.**

**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.**

**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this institution.
2021	0%	91%	91%	\$10,606
2020	5.9%	98%	98%	\$6,188

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

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

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

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

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

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Student Name - Print

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Student Signature

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Date

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

\_\_\_\_\_  
Date

## **Definitions**

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

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. If the student cancels, any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees.

If the student does not return unused books or equipment issued to him/her within a 10-day period following the date of the notice of cancellation, the Institute may keep an amount the student paid which equals the cost of the books and equipment and the student may keep the equipment. The Institute is required to refund any amount paid in excess of, that which is retained to cover costs of equipment and books not returned by the students. Damaged, marked or unsanitary equipment/supplies cannot be returned.

To cancel the Enrollment Agreement with the Institute, mail (postmarked in time to ensure receipt by the deadline), or deliver a signed and dated copy of the cancellation notice, or by FAX, or send a telegram, or any other written notice, no later than the first class session or the seventh day after enrollment, whichever is later. Remember **you must cancel in writing**. You do not have the right to cancel by simply telephoning the Institute or not attending class.

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2020 & 2021**

**NURSE ASSISTANT TRAINING PROGRAM (CNA) - 6 WEEKS**

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

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	4	4	4	100%
2020	14	14	14	100%

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	4	4	4	100%
2020	14	14	14	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
2021	4	4	4	3	75%
2020	14	14	14	9	64%

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. Your enrollment specialist will have the list available for you.

To obtain an additional list of employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates, please refer to the California Employment Development Department website at:

<https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=311014&Geography=0601000000>

**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	3	3
2020	0	9	9

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	3	0	3
2020	9	0	9

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	3
2020	0	9

**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
2021	0	3
2020	0	9

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)**

No Licensure examination for this program.

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
2021	N/A	N/A	N/A	N/A	N/A
2020	N/A	N/A	N/A	N/A	N/A

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

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

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

**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	\$20,000 -	\$25,001 -	\$30,001 -	\$35,001 -	\$40,001 -	\$45,001 -	\$50,001 -	\$55,001 -	\$60,001 -	No Salary Information Reported
2021	3	3	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000	3

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000 -	\$25,001 -	\$30,001 -	\$35,001 -	\$40,001 -	\$45,001 -	\$50,001 -	\$55,001 -	\$60,001 -	No Salary Information Reported
2020	14	9	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000	9

A list of sources used to substantiate salary disclosures is available from the school. Your enrollment specialist will have the list available for you.

**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 2020: **\$2,141.**

Total charges for the program for students completing on-time in 2019: **\$2,141.**

**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.**

**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this institution.
2021	0%	0%	0%	\$10,606
2020	5.9%	0%	0%	\$6,188

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

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

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Student Name - Print

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Student Signature

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Date

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School Official

\_\_\_\_\_  
Date

## **Definitions**

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

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. If the student cancels, any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees.

If the student does not return unused books or equipment issued to him/her within a 10-day period following the date of the notice of cancellation, the Institute may keep an amount the student paid which equals the cost of the books and equipment and the student may keep the equipment. The Institute is required to refund any amount paid in excess of, that which is retained to cover costs of equipment and books not returned by the students. Damaged, marked or unsanitary equipment/supplies cannot be returned.

To cancel the Enrollment Agreement with the Institute, mail (postmarked in time to ensure receipt by the deadline), or deliver a signed and dated copy of the cancellation notice, or by FAX, or send a telegram, or any other written notice, no later than the first class session or the seventh day after enrollment, whichever is later. Remember **you must cancel in writing**. You do not have the right to cancel by simply telephoning the Institute or not attending class.

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2020 & 2021**

**HOME HEALTH AIDE PROGRAM (HHA) – 1.5 WEEKS**

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

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	2	2	2	100%
2020	14	14	14	100%

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	2	2	2	100%
2020	14	14	14	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
2021	2	2	2	2	100%
2020	14	14	14	9	64%

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. Your enrollment specialist will have the list available for you.

To obtain an additional list of employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates, please refer to the California Employment Development Department website at:

<https://www.labormarketinfo.edd.ca.gov/OccGuides/Detail.aspx?Soccode=311011&Geography=060100037>

**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	2	2
2020	0	9	9

**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	2	0	2
2020	9	0	9



**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	2
2020	0	9

**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
2021	0	2
2020	0	9

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)**

No Licensure examination for this program.

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
2021	N/A	N/A	N/A	N/A	N/A
2020	N/A	N/A	N/A	N/A	N/A

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

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

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

**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	\$20,000	\$25,001	\$30,001	\$35,001	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	No Salary Information Reported
			- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	- \$50,000	- \$55,000	- \$60,000	- \$65,000	
2021	2	2	0	0	0	0	0	0	0	0	0	2

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000	\$25,001	\$30,001	\$35,001	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	No Salary Information Reported
			- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	- \$50,000	- \$55,000	- \$60,000	- \$65,000	
2020	14	9	0	0	0	0	0	0	0	0	0	9

A list of sources used to substantiate salary disclosures is available from the school. Your enrollment specialist will have the list available for you.

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

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

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2019: **\$1,578.**

Total charges for the program for students completing on-time in 2018: **\$1,578.**

**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.**

**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who tookout federal student loansat this institution.
2021	0%	0%	0%	\$10,606
2020	5.9%	0%	0%	\$6,188

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

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

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

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Student Name - Print

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Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## **Definitions**

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

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. If the student cancels, any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees.

If the student does not return unused books or equipment issued to him/her within a 10-day period following the date of the notice of cancellation, the Institute may keep an amount the student paid which equals the cost of the books and equipment and the student may keep the equipment. The Institute is required to refund any amount paid in excess of, that which is retained to cover costs of equipment and books not returned by the students. Damaged, marked or unsanitary equipment/supplies cannot be returned.

To cancel the Enrollment Agreement with the Institute, mail (postmarked in time to ensure receipt by the deadline), or deliver a signed and dated copy of the cancellation notice, or by FAX, or send a telegram, or any other written notice, no later than the first class session or the seventh day after enrollment, whichever is later. Remember **you must cancel in writing**. You do not have the right to cancel by simply telephoning the Institute or not attending class.