



**SOFTECH | Richmond Main Campus  
SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2020 & 2021**

3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806

Office Phone: 510-275-9510

Email Address: softtechedu@comcast.net

**COMPUTER APPLICATIONS – (33.25 wks)  
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
2020	12	12	12	100%
2021	7	7	7	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
2020	12	12	12	0	0
2021	7	7	7	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. [See Attachment Wage Sheet.](#)

**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
2020	0	0	0
2021	0	0	0





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**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
2020	0	0	0
2021	0	0	0

**Self-Employed / Freelance Positions**

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

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2020	0	0
2021	0	0

**Student's Initials:**  **Date:**

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

**This program does not lead to passage of a state required exam.**

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
2020	12	0	0	0	0
2021	7	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from #7 graduates.

**Student's Initials:**   **Date:**  

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2020	12	0	0	0	0	0	12
2021	7	0	0	0	0	0	7

A list of sources used to substantiate salary disclosures is available from the school. [www.onetonline.org](http://www.onetonline.org).

**Student's Initials:**   **Date:**  

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2020: **\$9,000.00** Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2021: **\$9,000.00** Total charges may be higher for students that do not complete on time.

**Student's Initials:** [redacted] **Date:** [redacted]

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

**Federal Student Loan Debt**

Students at **SOFTECH** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** [redacted] **Date:** [redacted]

**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 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (916) 574-8900, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

[redacted]

Student Name - Print

[redacted]

Student Signature

[redacted]

Date

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

\_\_\_\_\_  
Date







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**Definitions**

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

A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the course.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. You can also obtain a Notice of Cancellation Form to use at the first day of class, but you can use any written notice that you wish. ***SEND TO: SoftTech, Attention Director, 3150 Hilltop Mall Road, Suite 27, Richmond CA 94806 Office Phone Number: 510-275-9510.***

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

The school will also refund money collected for sending to a third party on the student's behalf. The student would receive a refund if he/she paid for all or a part of the tuition. The third party payer would receive a refund on the basis of what they paid under the same conditions.





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**COMPUTER APPLICATIONS I – (3 Months)  
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
2020	2	2	2	100%
2021	0	0	0	0%

Student's Initials:  Date:

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2020	2	2	2	0	0%
2021	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. [See Attachment Wage Sheet.](#)

**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
2020	0	0	0
2021	0	0	0







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**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
2020	0	0	0
2021	0	0	0

**Self-Employed / Freelance Positions**

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

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2020	0	0
2021	0	0

**Student's Initials:**  **Date:**

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

**This program does not lead to passage of a state required exam.**

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
2020	2	0	0	0	0
2021	0	0	0	0	0

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

**Student's Initials:** [redacted] **Date:** [redacted]

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

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

**Annual salary and wages reported for graduates 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
2020	2	0	0	0	0	0	2
2021	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. [www.onetonline.org](http://www.onetonline.org).

**Student's Initials:** [redacted] **Date:** [redacted]

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2020: **\$3,000.00** Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2021: **\$3,000.00** Total charges may be higher for students that do not complete on time.

**Student's Initials:** [redacted] **Date:** [redacted]

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**Federal Student Loan Debt**

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**Student's Initials:** [redacted] **Date:** [redacted]

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[redacted]

Student Name - Print

[redacted]

Student Signature

[redacted]

Date

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

\_\_\_\_\_  
Date







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**STUDENT'S RIGHT TO CANCEL**

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Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. You can also obtain a Notice of Cancellation Form to use at the first day of class, but you can use any written notice that you wish. ***SEND TO: SoftTech, Attention Director, 3150 Hilltop Mall Road, Suite 27, Richmond CA 94806 Office Phone Number: 510-275-9510.***

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The school will also refund money collected for sending to a third party on the student's behalf. The student would receive a refund if he/she paid for all are a part of the tuition. The third party payer would receive a refund on the basis of what they paid under the same conditions.







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**COMPUTER GRAPHICS & DESIGN – (15 MONTHS)  
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
2020	0	0	0	0
2021	0	0	0	0

Student's Initials:  Date:

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

**Students Completing Within 150% of the Published Program Length**

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

\*\*Included if the program is more than one year in length.

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
2020	0	0	0	0	0
2021	0	0	0	0	0





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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. See Att. Wage Sheet

**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
2020	0	0	0
2021	0	0	0

Single Position vs. Concurrent Aggregated Position

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

Self-Employed / Freelance Positions

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





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**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
2020	0	0
2021	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 Available Exam	Number Who Failed First Available Exam	Passage Rate
2020	0	0	0	0	0
2021	0	0	0	0	0

**This program does not lead to passage of a state required exam.**

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

**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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2020	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available at [www.onetonline.org](http://www.onetonline.org)

**Student's Initials:**  **Date:**

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2020: **\$13,000.00** Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2021: **\$13,000.00** Total charges may be higher for students that do not complete on time.

**Student's Initials:**  **Date:**

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**Federal Student Loan Debt**

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**Student's Initials:**  **Date:**

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\_\_\_\_\_

Student Name - Print

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

School Official

\_\_\_\_\_

Date

This program was approved by the Bureau 6/20/14. As of 6/20/2017, two full years of data for this program will be available.







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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.
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- “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.





**SOFTECH | Richmond Main Campus  
SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2020 & 2021**

3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806

Office Phone: 510-275-9510

Email Address: [softtechedu@comcast.net](mailto:softtechedu@comcast.net)

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





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**COMPUTERIZED ACCOUNTING (12 months)**

**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
2020	10	10	9	90%
2021	12	12	10	80%

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
2020	10	9	9	0	0
2021	12	10	10	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **Provided at the time of enrollment, see attached "Wage Sheet".**

**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
2019	0	0	0
2020	0	0	0





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**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
2019	0	0	0
2020	0	0	0

**Self-Employed / Freelance Positions**

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

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2019	0	0
2020	0	0

**Student's Initials:**  **Date:**

**Initial only after you have had sufficient time to read and understand the information. 20**







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

**This program does not lead to passage of a state required exam.**

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
2020	9	0	0	0	0
2021	10	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # 10 graduates.

**Student's Initials:**        **Date:**                   

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

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2020	9	0	0	0	0	0	9
2021	10	0	0	0	0	0	10

A list of sources used to substantiate salary disclosures is available from the school. [www.onetonline.org](http://www.onetonline.org)

**Student's Initials:**        **Date:**                   

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CALENDAR YEARS 2020 & 2021**

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2019: **\$10,000.00** Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2020: **\$10,000.00** Total charges may be higher for students that do not complete on time.

**Student's Initials:** [redacted] **Date:** [redacted]

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

**Federal Student Loan Debt**

Students at **SOFTECH** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** [redacted] **Date:** [redacted]

**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 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (916) 574-8900, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

[redacted]  
Student Name - Print

[redacted]  
Student Signature

[redacted]  
Date

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

\_\_\_\_\_  
Date







**SOFTECH | Richmond Main Campus  
SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2020 & 2021**

3150 Hilltop Mall Road, Suite 27, Richmond, CA 94806

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## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
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- “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.







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- “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.





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**STUDENT'S RIGHT TO CANCEL**

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**WORD PROCESSING SPECIALIST – 6 Months**

**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
2020	11	11	9	80%
2021	11	11	10	90%

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
2020	11	9	9	0	0%
2021	11	10	10	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. [See Attachment Wage Sheet.](#)

**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
2020	0	0	0
2021	0	0	0







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**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
2020	0	0	0
2021	0	0	0

**Self-Employed / Freelance Positions**

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

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2020	0	0
2021	0	0

**Student's Initials:**  **Date:**

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

**This program does not lead to passage of a state required exam.**

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
2020	9	0	0	0	0
2021	10	0	0	0	0

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # 10 graduates.

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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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2020	9	0	0	0	0	0	9
2021	10	0	0	0	0	0	10

A list of sources used to substantiate salary disclosures is available from the school. [www.onetonline.org](http://www.onetonline.org).

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2020: **\$6,800.00** Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2021: **\$6,800.00** Total charges may be higher for students that do not complete on time.

**Student's Initials:** [redacted] **Date:** [redacted]

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**Federal Student Loan Debt**

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**Student's Initials:** [redacted] **Date:** [redacted]

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[redacted]

Student Name - Print

[redacted]

Student Signature

[redacted]

Date

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

\_\_\_\_\_  
Date







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