



Associated Technical College
1670 Wilshire Blvd., Los Angeles, CA 90017
(213) 353-1845 | www.atcla.edu

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2020 & 2021

Medical Assistant
A total of 900 hours, 30 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
2020	130	130	65	50.0%
2021	139	139	78	56.1%

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	130	130	79	61.0%
2021	139	139	83	59.7%

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

Student's Initials: _____ Date: _____

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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	130	79	59	42	71.0%
2021	139	83	72	53	73.6%

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. This information can be obtained in the Placement Department which you may contact them at (213) 353-1946.

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	16	26	42
2021	18	35	53

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	42	0	42
2021	53	0	53

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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
2020	2	42
2021	6	53

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	1	42
2021	1	53

Student's Initials: _____ Date: _____

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
mm/dd/yyyy	N/A	N/A	N/A	N/A	N/A	N/A
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A	N/A	N/A	N/A	N/A	N/A
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					

Licensure examination passage data is not available from the state agency administering the examination. This program does not require Licensure examination to obtain a job.

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	Graduates Employed in Field	\$5,000	\$10,001	\$15,001	\$20,001	\$25,001	\$30,001	\$35,001
			-	-	-	-	-	-	-
	Employment	Field	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000	\$35,000	\$40,000
2020	59	42	0	2	8	5	2	15	2
2021	72	53	0	0	10	1	1	8	10

A list of sources used to substantiate salary disclosures is available from the school. This information can be obtained in the Placement Department which you may contact them at (213) 353-1946.

Calendar Year	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	\$65,001	\$70,001	\$75,001	\$80,001	No Salary Information Reported
	-	-	-	-	-	-	-	-	-	
	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000	\$85,000	
2020	2	0	0	0	0	0	0	0	0	6
2021	2	1	1	0	0	0	0	0	0	19

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on time in 2020: \$17,000

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2021: \$17,008.50

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

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2020/2021 receiving federal student loans to pay for this program.	The percentage of graduates in 2020/2021 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2020/2021 graduates who took out federal student loans at this institution.
2020	10.6%	42.3%	40.5%	\$7,237
2021	11.2%	48.2%	40.9%	\$6,887

¹The 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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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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

 Student Name - Print

 Student Signature

 Date

 School Official

 Date



Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who 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

You have the right to cancel your enrollment agreement including equipment such as books, materials, and supply, or any other goods related to the instruction offered in the Agreement, and obtain a refund of charges paid through attendance at the first-class session, or the seventh business day after enrollment, whichever is later.

Cancellation shall occur when you give notice of cancellation at the address of the school shown at the top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, phone or email. The 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. If you cancel this agreement, the school will not charge institutional charges; however, the school will retain the non-refundable \$75.00 or \$100 registration fee and you may keep any uniform that you have received.

Cancellation is not possible after the window periods described above. See the Withdrawing from your Course and Tuition Refund Policy sections for information about withdrawal from the school.

Student's Initials: _____ Date: _____

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2020 & 2021

Home Health Care Vocational Aide
A total of 288- clock hours, 12 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
2020	0	0	0	0
2021	7	7	5	71.4%

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	7	7	5	71.4%

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

Student's Initials: _____ Date: _____

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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	7	5	5	4	80%

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 by contacting job placement department

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	2	2	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
2020	0	0	0
2021	4	0	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
2020	0	0
2021	3	4

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	4

Student's Initials: _____ Date: _____

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
mm/dd/yyyy	N/A	N/A	N/A	N/A	N/A	N/A
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A	N/A	N/A	N/A	N/A	N/A
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					
mm/dd/yyyy	N/A					

Licensure examination passage data is not available from the state agency administering the examination. This program does not require Licensure examination to obtain a job.

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	Graduates Employed in Field	\$5,000	\$10,001	\$15,001	\$20,001	\$25,001	\$30,001	\$35,001
			-	-	-	-	-	-	-
			\$10,000	\$15,000	\$20,000	\$25,000	\$30,000	\$35,000	\$40,000
2020	0	0	0	0	0	0	0	0	0
2021	5	4	0	1	0	1	1	0	0

A list of sources used to substantiate salary disclosures is available from the school. This information can be obtained in the Placement Department which you may contact them at (213) 353-1946.

Calendar Year	\$40,001	\$45,001	\$50,001	\$55,001	\$60,001	\$65,001	\$70,001	\$75,001	\$80,001	No Salary Information Reported
	-	-	-	-	-	-	-	-	-	
	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000	\$70,000	\$75,000	\$80,000	\$85,000	Reported
2020	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	1

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on time in 2020: N/A

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: \$3,502

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

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2020/2021 receiving federal student loans to pay for this program.	The percentage of graduates in 2020/2021 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2020/2021 graduates who took out federal student loans at this institution.
2020	10.6%	0	0	\$7,237
2021	11.2%	0	0	\$6,887

¹The 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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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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

 Student Name - Print

 Student Signature

 Date

 School Official

 Date



Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who 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

You have the right to cancel your enrollment agreement including equipment such as books, materials, and supply, or any other goods related to the instruction offered in the Agreement, and obtain a refund of charges paid through attendance at the first-class session, or the seventh business day after enrollment, whichever is later.

Cancellation shall occur when you give notice of cancellation at the address of the school shown at the top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, phone or email. The 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. If you cancel this agreement, the school will not charge institutional charges; however, the school will retain the non-refundable \$75.00 or \$100 registration fee and you may keep any uniform that you have received.

Cancellation is not possible after the window periods described above. See the Withdrawing from your Course and Tuition Refund Policy sections for information about withdrawal from the school.

Student's Initials: _____ Date: _____

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2020 & 2021

Phlebotomy Training
A total of 100- clock hours, 4 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
2020	0	0	0	0
2021	6	6	5	83.3%

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	6	6	5	83.3%

**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	6	5	4	3	75%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by contacting ATC Job Placement Department.

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	3	3

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	3	0	3



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	3

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	3

Student's Initials: _____ Date: _____

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2020	N/A	N/A	N/A	N/A	N/A
2021	5	5	5	0	100%

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: _____ **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	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000
2020	0	0	0	0	0	0	0	0	0
2021	4	3	0	0	0	0	0	1	0

A list of sources used to substantiate salary disclosures is available from the school. This information can be obtained in the Placement Department which you may contact them at (213) 353-1946.

Calendar Year	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000	\$70,001 - \$75,000	\$75,001 - \$80,000	\$80,001 - \$85,000	No Salary Information Reported
2020	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	2

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: N/A

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: \$2,500

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

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2020/2021 receiving federal student loans to pay for this program.	The percentage of graduates in 2020/2021 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2020/2021 graduates who took out federal student loans at this institution.
2020	10.6%	0	0	\$7,237
2021	11.2%	0	0	\$6,887

¹The 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

 Student Signature

 Date

 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.
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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.
- “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

You have the right to cancel your enrollment agreement including equipment such as books, materials, and supply, or any other goods related to the instruction offered in the Agreement, and obtain a refund of charges paid through attendance at the first-class session, or the seventh business day after enrollment, whichever is later.

Cancellation shall occur when you give notice of cancellation at the address of the school shown at the top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, phone or email. The 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. If you cancel this agreement, the school will not charge institutional charges; however, the school will retain the non-refundable \$75.00 or \$100 registration fee and you may keep any uniform that you have received.

Cancellation is not possible after the window periods described above. See the Withdrawing from your Course and Tuition Refund Policy sections for information about withdrawal from the school.

Student's Initials: _____ Date: _____

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