



## School Performance Fact Sheet Calendar Year 2020 and 2021

Program Name	Nurse Assistant Training Program
Degree Type:	Certificate
CIP Code	31-1131
Credits Required:	160 hours

**1. On-Time Completion Rates (Graduation Rates):** Includes data for the two calendar years prior to report

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2020	13	13	13	100%
2021	100	100	100	100%

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

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

**2. Job Placement Rates:** Includes data from the two calendar years prior to report

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	13	13	12	2	15%
2021	100	100	76	54	71%

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. Please ask your enrollment representative for this information.

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

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**3. Gainful Employment Categories** (includes data for the two calendar years prior to reporting)

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

Calendar Year	Graduates 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	2	2
2021	0	54	54

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

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# School Performance Fact Sheet

## Calendar Year 2020 and 2021

### 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	2	0	2
2021	54	0	54

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

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### 5. Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	0	2
2021	1	54

### 6. 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	2
2021	0	54

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

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## School Performance Fact Sheet Calendar Year 2020 and 2021

### 7. 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	Pass Rate
2020	13	12	12	0	100%
2021	100	79	76	3	96%

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

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### 8. 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 the Field	\$15,000.00 - \$20,000.00	\$20,001.00 - \$25,000.00	\$25,001.00 - \$30,000.00	\$30,001.00 - \$35,000.00	No Salary Information Reported
2020	12	2	0	0	0	2	0
2021	76	54	0	0	0	17	37

A list of sources used to substantiate salary disclosures is available from the school. Please ask your enrollment representative for this information.

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

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### 9. Cost of Educational Program:

Total charges for the program for students completing on time in **2020: \$1,600**

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: \$1,600**

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

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

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# School Performance Fact Sheet Calendar Year 2020 and 2021

## 10. Federal Student Loan Debt

Students at Los Angeles Career College are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its student to participate in federal student aid program.

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](http://www.bppe.ca.gov), toll-free telephone number 888-370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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# School Performance Fact Sheet Calendar Year 2020 and 2021

## Refund Policy

### Prior to the start of classes

If the applicant is not accepted by the college, all monies paid, including tuition and registration fee will be refunded. If the applicant is accepted by the College and does not start classes, all monies paid, including tuition and registration fee will be refunded.

## STUDENTS RIGHT TO CANCEL

### During the Cancellation Period (First-Class Session, or the Seventh Calendar Day After You Start You Start Your First Class, whichever is later)

You have the right to cancel your program of instruction without any penalty or obligations.

If the applicant is accepted by the College, starts classes, and cancels their enrollment within the allowable cancellation period (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**) all monies paid will be refunded, except for the registration fee and LMS Fee (which are non-refundable after attendance at the first-class session).

If a student cancels their Enrollment Agreement by notifying the school within three days of enrollment, a full refund of all tuition and fees paid will be made.

Or

If a student cancels their Enrollment Agreement through attendance at the first-class session or the seventh calendar day after signing the agreement, whichever is later, LACC will refund the student any money they paid, except for the registration fee and LMS fee, not to exceed the specified amount, within 45 days after the notice of cancellation.

## WITHDRAWAL POLICY

**Official (Voluntary) Withdrawal:** To be considered an official withdrawal, the student must notify the College of his/her intent to withdraw. Notification may be provided via written notice to the Campus Director or Administrator by mail, hand-delivery, or email ([Admin@LACareerCollege.com](mailto:Admin@LACareerCollege.com)).



# School Performance Fact Sheet

## Calendar Year 2020 and 2021

You may withdraw from the school at any time after the cancellation period by submitting a request in writing to the Administrator or School Director and receive a proportional refund of the program’s tuition and unused equipment/materials, as applicable, if you have completed 60 percent or less of your current period of attendance, calculated based on the start date through your last day of attendance (LDA) in the period.

$$\frac{\text{Total Days Attended}}{\text{Period of Attendance}} = \text{Percent completed Total Days in}$$

### **Nurse Assistant Program Example:**

45 hours attended / 160 clock hours in program = 28%

If the student has completed less than 60% of the period of attendance, the refundable amount will be less the registration fee, STRF fee, LMS fee, and any other fee listed as non-refundable in the Enrollment Agreement, as well as any equipment/materials used or not returned in good condition, as applicable. Any balance due to LACC will be subtracted from the refundable amount prior to a refund being issued to the student.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

Refunds due will be paid within 45 days of the withdrawal date for applicable students. This is considered the date of determination. A student is considered withdrawn from a program when any of the following occurs:

- The student provides written notice to LACC of their withdrawal.
- LACC terminates the student’s enrollment for:
  - failure to maintain satisfactory progress.
  - failure to abide by the code of conduct.
  - exceeding the 14-day consecutive policy.
  - failure to return from a leave of absence.

Tuition paid via a loan or third-party funding will be refunded to the lender, third party, or the agency that provided the loan or funding.

### **After the Cancellation Period**

The student has the right to withdraw at any time. If the applicant is accepted by the College, starts classes, and elects not to continue after midnight of the seventh calendar day after the student has started their first class,



## School Performance Fact Sheet Calendar Year 2020 and 2021

the student will be considered a voluntary Withdrawal. The student will be charged a prorated amount of tuition and fees, up to 100% of the program length, according to the method below.

### **Institutional Refund Policy Example**

1. Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee, not to exceed one hundred fifty dollars (\$150) and the cost of used equipment, books, and supplies fees from the total tuition charges. (Note the unused books, educational supplies and equipment are not included in this offset and will be separately evaluated on a case-by-case basis.

#### **Nurse Assistant Program Example:**

\$1,890 Estimated Total Charges for the Entire Educational Program - \$75 Registration Fee - \$5 STRF Fee - \$112 LMS Fee - \$302.99 used Equipment/Materials Fee - \$290 Required Additional Fees for Educational Program = \$1,105.01 charges subject to proration.

2. Divide this figure by the number of hours in the program.

#### **Nurse Assistant Program Example:**

\$1,105.01 charges subject to proration / 160 clock hours in program = \$6.91 per clock hour.

3. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the enrollment agreement through the last date of attendance (LDA) regardless of absences by the hours charged for instructions.

#### **Nurse Assistant Program Example:**

\$6.91 per hour x 45 clock hours scheduled through the LDA = \$310.95 prorated tuition.

4. The prorated tuition is added to the registration fee and the cost of the used equipment, books and supplies issued by the College to determine the total amount of charges the student is obligated to pay.

#### **Nurse Assistant Program Example:**

\$310.95 prorated tuition + \$75 Registration Fee + \$5 STRF Fee + \$112 LMS Fee + \$302.99 used Equipment/Materials Fee + \$290 Required Additional Fees for Educational Program = \$1,095.94 amount the college is allowed to retain.

5. The amount the student has paid for the program is subtracted from the amount the College is allowed to retain to determine if the student has a balance due or a refund is due.



# School Performance Fact Sheet

## Calendar Year 2020 and 2021

### **Nurse Assistant Program Example:**

\$1,890 amount paid - \$1,095.94 amount the College is allowed to retain = \$794.06 refund due to student

**Unofficial (Administrative/Termination Dismissal) Withdrawal:** A student will be unofficially withdrawn by the College for the following reasons:

1. Failure to attend classes for a period of 14 scheduled calendar days.
2. Failure to return from a Leave of Absence (LOA).
3. Violation of the student Code of Conduct, pursuant to college disciplinary procedures.
4. Violation of the satisfactory academic progress policy; and
5. Serious violation of any College policy, pursuant to college disciplinary procedures.

Cancellation of this agreement can occur up to: \_\_\_\_\_.

Date

1. All charges for the tuition fee paid by the student will be refunded, except for the registration fee and LMS if the student chooses to withdraw from the school through attendance at the first-class session or seventh day after enrollment, whichever is later.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.
3. Students that withdraw or are terminated on or after the first day of instruction will not be refunded for the registration fee, LMS fee, and the student tuition recovery fund fee.
4. If, after the first day, a student withdraws or is terminated, refunds on the tuition fee only will be made according to the BPPE policy.
5. If the school closes, cancels, or discontinues a course and/or program enrolled students will be notified via email. The school will refund to each currently enrolled student the full amount paid by the student for tuition and fees.
6. Students are requested to notify the Director or designated school official if they are withdrawing from the school.
7. All refunds due will be paid within 45 days of the students' last date of attendance.

In the case of an official leave of absence, if the student fails to return to training by the end of the leave of absence, a refund to the student shall be based on the date of withdrawal or termination and paid 45 days of the scheduled last day of the leave of absence.





# School Performance Fact Sheet

## Calendar Year 2020 and 2021

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. This program began on **10/12/2020**. As of **10/12/2022**, two full years of data for this program will be available.

### 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.



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## School Performance Fact Sheet Calendar Year 2020 and 2021

- “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.



## School Performance Fact Sheet Calendar Year 2020 and 2021

Program Name	Phlebotomy Training Program
Degree Type:	Certificate
CIP Code	31-9097
Credits Hours Required:	80 hours

**1. On-Time Completion Rates (Graduation Rates):** Includes data for the two calendar years prior to report

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	44	43	43	98%

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

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

**2. Job Placement Rates:** Includes data from the two calendar years prior to report

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	44	43	40	30	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. Please ask your enrollment representative for this information.

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

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

**3. Gainful Employment Categories** (includes data for the two calendar years prior to reporting)

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

Calendar Year	Graduates 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	1	29	30

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

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## School Performance Fact Sheet Calendar Year 2020 and 2021

### 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	30	0	30

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

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

### 5. 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	1	30

### 6. 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	30

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

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## School Performance Fact Sheet Calendar Year 2020 and 2021

### 7. 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	Pass Rate
2020	0	0	0	0	0
2021	43	43	40	3	93%

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

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

### 8. 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 the Field	\$15,000.00 - \$20,000.00	\$20,001.00 - \$25,000.00	\$25,001.00 - \$30,000.00	\$30,001.00 - \$35,000.00	No Salary Information Reported
2020	0	0	0	0	0	0	0
2021	40	17	0	1	0	13	12

A list of sources used to substantiate salary disclosures is available from the school. Please ask your enrollment representative for this information.

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

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### 9. 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: \$2,000**

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

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

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# School Performance Fact Sheet Calendar Year 2020 and 2021

## 10. Federal Student Loan Debt

Students at Los Angeles Career College are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its student to participate in federal student aid program.

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

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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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# School Performance Fact Sheet Calendar Year 2020 and 2021

## Refund Policy

### Prior to the start of classes

If the applicant is not accepted by the college, all monies paid, including tuition and registration fee will be refunded. If the applicant is accepted by the College and does not start classes, all monies paid, including tuition and registration fee will be refunded.

## STUDENTS RIGHT TO CANCEL

### During the Cancellation Period (First-Class Session, or the Seventh Calendar Day After You Start You Start Your First Class, whichever is later)

You have the right to cancel your program of instruction without any penalty or obligations.

If the applicant is accepted by the College, starts classes, and cancels their enrollment within the allowable cancellation period (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**) all monies paid will be refunded, except for the registration fee and LMS Fee (which are non-refundable after attendance at the first-class session).

If a student cancels their Enrollment Agreement by notifying the school within three days of enrollment, a full refund of all tuition and fees paid will be made.

Or

If a student cancels their Enrollment Agreement through attendance at the first-class session or the seventh calendar day after signing the agreement, whichever is later, LACC will refund the student any money they paid, except for the registration fee and LMS fee, not to exceed the specified amount, within 45 days after the notice of cancellation.

## WITHDRAWAL POLICY

**Official (Voluntary) Withdrawal:** To be considered an official withdrawal, the student must notify the College of his/her intent to withdraw. Notification may be provided via written notice to the Campus Director or Administrator by mail, hand-delivery, or email ([Admin@LACareerCollege.com](mailto:Admin@LACareerCollege.com)).



# School Performance Fact Sheet

## Calendar Year 2020 and 2021

You may withdraw from the school at any time after the cancellation period by submitting a request in writing to the Administrator or School Director and receive a proportional refund of the program’s tuition and unused equipment/materials, as applicable, if you have completed 60 percent or less of your current period of attendance, calculated based on the start date through your last day of attendance (LDA) in the period.

$$\frac{\text{Total Days Attended}}{\text{Period of Attendance}} = \text{Percent completed Total Days in}$$

### **Nurse Assistant Program Example:**

45 hours attended / 160 clock hours in program = 28%

If the student has completed less than 60% of the period of attendance, the refundable amount will be less the registration fee, STRF fee, LMS fee, and any other fee listed as non-refundable in the Enrollment Agreement, as well as any equipment/materials used or not returned in good condition, as applicable. Any balance due to LACC will be subtracted from the refundable amount prior to a refund being issued to the student.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

Refunds due will be paid within 45 days of the withdrawal date for applicable students. This is considered the date of determination. A student is considered withdrawn from a program when any of the following occurs:

- The student provides written notice to LACC of their withdrawal.
- LACC terminates the student’s enrollment for:
  - failure to maintain satisfactory progress.
  - failure to abide by the code of conduct.
  - exceeding the 14-day consecutive policy.
  - failure to return from a leave of absence.

Tuition paid via a loan or third-party funding will be refunded to the lender, third party, or the agency that provided the loan or funding.

### **After the Cancellation Period**

The student has the right to withdraw at any time. If the applicant is accepted by the College, starts classes, and elects not to continue after midnight of the seventh calendar day after the student has started their first class,





## School Performance Fact Sheet Calendar Year 2020 and 2021

the student will be considered a voluntary Withdrawal. The student will be charged a prorated amount of tuition and fees, up to 100% of the program length, according to the method below.

### **Institutional Refund Policy Example**

1. Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee, not to exceed one hundred fifty dollars (\$150) and the cost of used equipment, books, and supplies fees from the total tuition charges. (Note the unused books, educational supplies and equipment are not included in this offset and will be separately evaluated on a case-by-case basis.)

#### **Nurse Assistant Program Example:**

\$1,890 Estimated Total Charges for the Entire Educational Program - \$75 Registration Fee - \$5 STRF Fee - \$112 LMS Fee - \$302.99 used Equipment/Materials Fee - \$290 Required Additional Fees for Educational Program = \$1,105.01 charges subject to proration.

2. Divide this figure by the number of hours in the program.

#### **Nurse Assistant Program Example:**

\$1,105.01 charges subject to proration / 160 clock hours in program = \$6.91 per clock hour.

3. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the enrollment agreement through the last date of attendance (LDA) regardless of absences by the hours charged for instructions.

#### **Nurse Assistant Program Example:**

\$6.91 per hour x 45 clock hours scheduled through the LDA = \$310.95 prorated tuition.

4. The prorated tuition is added to the registration fee and the cost of the used equipment, books and supplies issued by the College to determine the total amount of charges the student is obligated to pay.

#### **Nurse Assistant Program Example:**

\$310.95 prorated tuition + \$75 Registration Fee + \$5 STRF Fee + \$112 LMS Fee + \$302.99 used Equipment/Materials Fee + \$290 Required Additional Fees for Educational Program = \$1,095.94 amount the college is allowed to retain.

5. The amount the student has paid for the program is subtracted from the amount the College is allowed to retain to determine if the student has a balance due or a refund is due.



## School Performance Fact Sheet Calendar Year 2020 and 2021

### **Nurse Assistant Program Example:**

\$1,890 amount paid - \$1,095.94 amount the College is allowed to retain = \$794.06 refund due to student.

**Unofficial (Administrative/Termination Dismissal) Withdrawal:** A student will be unofficially withdrawn by the College for the following reasons:

1. Failure to attend classes for a period of 14 scheduled calendar days.
2. Failure to return from a Leave of Absence (LOA).
3. Violation of the student Code of Conduct, pursuant to college disciplinary procedures.
4. Violation of the satisfactory academic progress policy; and
5. Serious violation of any College policy, pursuant to college disciplinary procedures.

Cancellation of this agreement can occur up to: \_\_\_\_\_.

Date

1. All charges for the tuition fee paid by the student will be refunded, except for the registration fee and LMS if the student chooses to withdraw from the school through attendance at the first-class session or seventh day after enrollment, whichever is later.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.
3. Students that withdraw or are terminated on or after the first day of instruction will not be refunded for the registration fee, LMS fee, and the student tuition recovery fund fee.
4. If, after the first day, a student withdraws or is terminated, refunds on the tuition fee only will be made according to the BPPE policy.
5. If the school closes, cancels, or discontinues a course and/or program enrolled students will be notified via email. The school will refund to each currently enrolled student the full amount paid by the student for tuition and fees.
6. Students are requested to notify the Director or designated school official if they are withdrawing from the school.
7. All refunds due will be paid within 45 days of the students' last date of attendance.

In the case of an official leave of absence, if the student fails to return to training by the end of the leave of absence, a refund to the student shall be based on the date of withdrawal or termination and paid 45 days of the scheduled last day of the leave of absence.



# School Performance Fact Sheet

## Calendar Year 2020 and 2021

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. This program began on **06/07/2021**. As of **06/07/2023**, two full years of data for this program will be available.

### 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.



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## School Performance Fact Sheet Calendar Year 2020 and 2021

- “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.