



SCHOOL PERFORMANCE FACT SHEET | CALENDAR YEARS 2020 & 2021

Program Name: Barbering - Program Length: 1500 Hours

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	57	57	10	17.5%
2021	101	101	23	22.8%

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	57	33	33	24	72%
2021	101	71	71	48	68%

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. A student may request a copy of our NACCAS Annual Report placement documentation.

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	24	24
2021	0	48	48

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	24	0	24
2021	48	0	48

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	22	24
2021	47	48

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	2	24
2021	0	48

Student's Initials: _____ Date: _____

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

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial 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	33	26	25	1	96%
2021	71	59	58	1	98%

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	\$20,000	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$35,000	\$40,000	\$45,000	\$50,000	
2020	33	24	0	0	0	0	24
2021	71	48	10	1	2	3	32

A list of sources used to substantiate salary disclosures is available from the school from U.S. Bureau of Labor Statistics. <https://www.bls.gov/oes/current/oes395011.htm>

Student's Initials: _____ Date: _____

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

Definitions

- ï “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 canceled during the cancellation period.
- ï “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.
- ï “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.
- ï “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ï “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ï “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.
- ï “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ï “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.
- ï “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.
- ï “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.
- ï “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- ï “First Available Exam Date” is the date for the first available exam after a student completed a program.
- ï “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.
- ï “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- ï “Salary” is as reported by graduate or graduate’s employer.
- ï “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. How to Cancel A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250). The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

SCHOOL PERFORMANCE FACT SHEET | CALENDAR YEARS 2020 & 2021

Program Name: Barber Crossover 200 hrs - Program Length: 200 Hours

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	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.

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	0	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. A student may request a copy of our NACCAS Annual Report placement documentation.

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

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.

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

Only initial 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%

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	\$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	6
2021	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school from U.S. Bureau of Labor Statistics. <https://www.bls.gov/oes/current/oes395011.htm>

Student's Initials: _____ Date: _____

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

Definitions

- ï “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 canceled during the cancellation period.
- ï “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.
- ï “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.
- ï “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ï “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ï “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.
- ï “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ï “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.
- ï “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.
- ï “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.
- ï “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- ï “First Available Exam Date” is the date for the first available exam after a student completed a program.
- ï “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.
- ï “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- ï “Salary” is as reported by graduate or graduate’s employer.
- ï “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. How to Cancel A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250). The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.



SCHOOL PERFORMANCE FACT SHEET | CALENDAR YEARS 2020 & 2021 Program
Name: Barbering - Program Length: 1000 Hours

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	n/a
2021	0	0	0	n/a

*= 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 04/23/2022. As of 04/23/2024, two full years of data for this program will be available.

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	n/a
2021	0	0	0	0	n/a

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. A student may request a copy of our NACCAS Annual Report placement documentation.

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

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.

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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



Urban Barber College
 1809 Willow Pass Rd. Concord, Ca 94520
 925-671-0121 | www.Urbanbarbercollege.com

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	n/a
2021	0	0	0	0	n/a

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	\$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 from the school from U.S. Bureau of Labor Statistics. <https://www.bls.gov/oes/current/oes395011.htm>

Student's Initials: _____ Date: _____

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

Definitions

- ï “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 canceled during the cancellation period.
- ï “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.
- ï “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.
- ï “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ï “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ï “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.
- ï “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ï “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.
- ï “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.
- ï “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.
- ï “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- ï “First Available Exam Date” is the date for the first available exam after a student completed a program.
- ï “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.
- ï “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- ï “Salary” is as reported by graduate or graduate’s employer.
- ï “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. How to Cancel A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250). The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

SCHOOL PERFORMANCE FACT SHEET | CALENDAR YEARS 2020 & 2021

Program Name: Barbering - Program Length: 1500 Hours

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	5	41%
2021	49	49	8	16%

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	7	6	4	67%
2021	49	29	29	17	59%

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. A student may request a copy of our NACCAS Annual Report placement documentation.

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	4	4
2021	0	17	17

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	4	0	4
2021	17	0	17

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	4	4
2021	14	17

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	4
2021	0	17

Student's Initials: _____ Date: _____

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

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial 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	12	4	4	0	100%
2021	29	22	22	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	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$35,000	\$40,000	\$45,000	\$50,000	
2020	6	4	0	0	0	0	4
2021	29	4	1	0	0	6	4

A list of sources used to substantiate salary disclosures is available from the school from U.S. Bureau of Labor Statistics. <https://www.bls.gov/oes/current/oes395011.htm>

Student's Initials: _____ Date: _____

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



Urban Barber College
311 N. Capitol Ave #i San Jose, Ca 95133
925-671-0121 | www.Urbanbarbercollege.com

Cost of Educational Program

Total charges for the program for students completing on time in 2019: \$18,950.00
 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: \$19,950.00
 Total charges may be higher for students that do not complete on time.

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

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

Federal Student Loan Debt

Calendar Year(s)	Most recent 3 year cohort default rate, as reported by the United States Department of Education. ¹	The % of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The % of graduates in 2020/21 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this institution.
2020	N/A	88%	50%	\$12,533
2021	1.3	90%	90%	\$13,403

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:** _____

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

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

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

 Student Name - Print

 Student Signature

 Date

 School Official

 Date

Definitions

- ï “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 canceled during the cancellation period.
- ï “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.
- ï “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.
- ï “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ï “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ï “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.
- ï “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ï “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.
- ï “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.
- ï “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.
- ï “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- ï “First Available Exam Date” is the date for the first available exam after a student completed a program.
- ï “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.
- ï “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- ï “Salary” is as reported by graduate or graduate’s employer.
- ï “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. How to Cancel A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250). The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

SCHOOL PERFORMANCE FACT SHEET | CALENDAR YEARS 2020 & 2021

Program Name: Barber Crossover 200 - Program Length: 200 Hours

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.

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%

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. A student may request a copy of our NACCAS Annual Report placement documentation.

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

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.

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial 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%
2020	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: _____ 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	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 from the school from U.S. Bureau of Labor Statistics. <https://www.bls.gov/oes/current/oes395011.htm>

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: \$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: _____ **Date:** _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent 3 year cohort default rate, as reported by the United States Department of Education. ¹	The % of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The % of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this institution.
2020	N/A	N/A	N/A	N/A
2021	N/A	N/A	N/A	N/A

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:** _____

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

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

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

 Student Name - Print

 Student Signature

 Date

 School Official

 Date

Definitions

- ï “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 canceled during the cancellation period.
- ï “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.
- ï “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.
- ï “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ï “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ï “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.
- ï “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ï “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.
- ï “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.
- ï “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.
- ï “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- ï “First Available Exam Date” is the date for the first available exam after a student completed a program.
- ï “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.
- ï “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- ï “Salary” is as reported by graduate or graduate’s employer.
- ï “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. How to Cancel A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250). The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.



Urban Barber College
 311 N. Capitol Ave #i San Jose, Ca 95133
 408-645-5220 | www.Urbanbarbercollege.com

SCHOOL PERFORMANCE FACT SHEET | CALENDAR YEARS 2010 & 2021 Program
 Name: Barbering - Program Length: 1000 Hours

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	n/a
2021	0	0	0	n/a

*= 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 04/23/2022. As of 04/23/2024, two full years of data for this program will be available.

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	n/a
2021	0	0	0	0	n/a

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. A student may request a copy of our NACCAS Annual Report placement documentation.

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

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.

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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



Urban Barber College
 311 N. Capitol Ave #i San Jose, Ca 95133
 408-645-5220 | www.Urbanbarbercollege.com

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	n/a
2021	0	0	0	0	n/a

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	\$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 from the school from U.S. Bureau of Labor Statistics. <https://www.bls.gov/oes/current/oes395011.htm>

Student's Initials: _____ Date: _____

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



Urban Barber College
311 N. Capitol Ave #i San Jose, Ca 95133
408-645-5220 | www.Urbanbarbercollege.com

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: n/a Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent 3 year cohort default rate, as reported by the United State Department of Education. ¹	The % of enrolled students in 2019/20 receiving federal student loans to pay for this program.	The % of graduates in 2019/20 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/20 graduates who took out federal student loans at this institution.
2020	N/A	N/A	N/A	N/A
2021	N/A	N/A	N/A	N/A

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: _____

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

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

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

Student Name - Print	Student Signature	Date
	School Official	Date

Definitions

- ï “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 canceled during the cancellation period.
- ï “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.
- ï “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.
- ï “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- ï “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- ï “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.
- ï “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- ï “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.
- ï “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.
- ï “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.
- ï “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- ï “First Available Exam Date” is the date for the first available exam after a student completed a program.
- ï “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.
- ï “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- ï “Salary” is as reported by graduate or graduate’s employer.
- ï “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

Student's Right to Cancel The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. How to Cancel A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250). The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.