



SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2021 & 2022

BACHELOR OF SCIENCE IN MANAGEMENT SCIENCE – 4 YEARS

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	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.			
2022				

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

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	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.			
2017				
2018				
2019				
2020				
2021				
2022				

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

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



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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
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.				
2022					

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. The student can obtain this information from the Office of the Director of Student Services by calling 714-477-8755 or by requesting via email at cs@cal-usa.com

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	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.		
2022			

Student's Initials: _____ Date: _____

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Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
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.		
2022			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
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.	
2022		

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2021	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.	
2022		

Student's Initials: _____ Date: _____

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
		Not Applicable. This program does not require passing any licensure examination in order to become employed.				

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 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
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.						
2022							

A list of sources used to substantiate salary disclosures is available from the school. The student can obtain this information from the Office of the Director of Student Services by calling 714-477-8755 or by requesting via email at cs@cal-usa.com

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 is \$47,360.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

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



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Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United States Department of Education.¹	The percentage of enrolled students in 2021 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2021 graduates who took out federal student loans at this institution.	The percentage of graduates in 2021 who took out federal student loans to pay for this program.
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Students at Calusa Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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



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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 was approved by the Bureau on 02/14/2019. As of 02/14/2024, four 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.



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- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed less than 60 percent of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation shall occur when you give written or verbal notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Verbal notice of cancellation is effective when the student notifies the Chief Onsite Administrator and is recorded in the student file on the date of the verbal cancellation request.

The written and/ or verbal notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You can use any written or verbal notice that you wish.

The School shall have a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. If the Enrollment Agreement is cancelled within seven days from enrollment, the school will refund the student all monies paid, less an application or administration fee, not to exceed \$50 within forty-five (45) days after the notice of cancellation is received.

THREE DAY CANCELLATION POLICY

Applicants who have not visited the Institute prior to enrollment may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment. A refund will be issued within forty-five (45) days of the cancellation date. An applicant requesting cancellation more than three



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(3) days after signing an enrollment and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, minus the \$50 application fee.

Withdrawal from the School

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less an application fee, not to exceed \$50, and less any deduction for equipment not returned in good condition, within forty-five (45) days of withdrawal. 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.

For the purpose of determining a refund under this section, a student shall be deemed to have officially or unofficially withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the School of the student's withdrawal (official, voluntary withdrawal).
2. The School terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).
3. The student has failed to attend classes for 14 consecutive calendar days (unofficial, involuntary withdrawal).
4. The student fails to return from a leave of absence (unofficial, involuntary withdrawal).

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student's date of determination will be no later than 14 consecutive days from the student's last day of attendance.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Example: If the student completes only 20 hours of a 4-quarter unit (40



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hours) course and paid \$1,000.00 tuition, the student would receive a refund of \$500.00.

$$\begin{aligned}
 & \$1000 - (\$1000 \times \frac{20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}}) \\
 & \text{-----} \\
 & = \$500.00 \text{ (Amount of refund)}
 \end{aligned}$$

No refund will be issued unless the student’s account has credit balance. Refunds will be processed within forty-five (45) days from receipt of the student’s request to the Registrar.

Calusa Institute does not participate in any state or federal financial aid programs.

Enrollment Cancellation Procedures

Cancellation shall occur when you give written or verbal notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Verbal notice of cancellation is effective when the student notifies the Chief Onsite Administrator and is recorded in the student file on the date of the verbal cancellation request.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. A Notice of Cancellation form will be provided to you, but you may use any written notice that you wish.

Submit your notice of cancellation in the method of your preference;

Mail to:

Calusa Institute 1240 S. State College Blvd., Suite 101, Anaheim, CA 92806

Fax to: (714) 619-9855

Call: (714) 477-8755

Email to: lisa@cal-usa.com



SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022

MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS – 2 YEARS

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	2	2	2	100%
2022	5	0	0	0

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2021	2	0	0	0
2022	5	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
2021	2	2	2	0	0
2022	5	0	0	2	100%



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You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. The student can obtain this information from the Office of the Director of Student Services by calling 714-477-8755 or by requesting via email at cs@cal-usa.com

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	2	0	2
2022	0	0	0

Student's Initials: _____ Date: _____

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

Self-Employed / Freelance Positions

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0



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Institutional Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

Student's Initials: _____ Date: _____

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

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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
		Not Applicable. This program does not require passing any licensure examination in order to become employed.				

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 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2021	2	0					
2022	0	2					x



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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 is \$18,300.00. Additional charges may be incurred if the program is not completed on-time.

Student’s Initials: _____ Date: _____

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

Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United States Department of Education. ¹	The percentage of enrolled students in 2021 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2021 graduates who took out federal student loans at this institution.	The percentage of graduates in 2021 who took out federal student loans to pay for this program.
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Students at Calusa Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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.



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Student Name – Print

Student Signature

Date

School Official

Date

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 was approved by the Bureau on 02/14/2019. As of 02/14/2022, 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).



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



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

STUDENT’S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed less than 60 percent of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation shall occur when you give written or verbal notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Verbal notice of cancellation is effective when the student notifies the Chief Onsite Administrator and is recorded in the student file on the date of the verbal cancellation request.

The written and/ or verbal notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You can use any written or verbal notice that you wish.

The School shall have a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. If the Enrollment Agreement is cancelled within seven days from enrollment, the school will refund the student all monies paid, less an application or administration fee, not to exceed \$50 within forty-five (45) days after the notice of cancellation is received.



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THREE DAY CANCELLATION POLICY

Applicants who have not visited the Institute prior to enrollment may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment. A refund will be issued within forty-five (45) days of the cancellation date. An applicant requesting cancellation more than three (3) days after signing an enrollment and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, minus the \$50 application fee.

Withdrawal from the School

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less an application fee, not to exceed \$50, and less any deduction for equipment not returned in good condition, within forty-five (45) days of withdrawal. 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.

For the purpose of determining a refund under this section, a student shall be deemed to have officially or unofficially withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the School of the student's withdrawal (official, voluntary withdrawal).
2. The School terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).
3. The student has failed to attend classes for 14 consecutive calendar days (unofficial, involuntary withdrawal).
4. The student fails to return from a leave of absence (unofficial, involuntary withdrawal).

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student's date of determination will be no later than 14 consecutive days from the student's last day of attendance.



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The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Example: If the student completes only 20 hours of a 4-quarter unit (40 hours) course and paid \$1,000.00 tuition, the student would receive a refund of \$500.00.

$$\begin{aligned}
 & \$1000 - (\$1000 \times \frac{20 \text{ hours (Hours of instruction received)}}{40 \text{ hours (Hours of instruction paid)}}) \\
 & = \$500.00 \text{ (Amount of refund)}
 \end{aligned}$$

No refund will be issued unless the student's account has credit balance. Refunds will be processed within forty-five (45) days from receipt of the student's request to the Registrar.

Calusa Institute does not participate in any state or federal financial aid programs.

Enrollment Cancellation Procedures

Cancellation shall occur when you give written or verbal notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Verbal notice of cancellation is effective when the student notifies the Chief Onsite Administrator and is recorded in the student file on the date of the verbal cancellation request.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. A Notice of Cancellation form will be provided to you, but you may use any written notice that you wish.

Submit your notice of cancellation in the method of your preference;

Mail to:

Calusa Institute 1240 S. State College Blvd., Suite 101, Anaheim, CA 92806

Fax to: (714) 619-9855

Call: (714) 477-8755

Email to: lisa@cal-usa.com