

1600 BROADWAY, OAKLAND, CA 94612 (510)763-7787 www.acchs.edu

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022 Doctor of Acupuncture an Oriental Medicine Program (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
2022	0	0	0	0
2021	7	1	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.

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# ACADEMY OF CHINESE CULTURE & HEALTH SCIENCES 1600 BROADWAY, OAKLAND, CA 94612 (510)763-7787 www.acchs.edu

## 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
2022	0	0	0	0	0
2021	7	1	1	1	100%

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 list of employment positions can be obtained by the program administrator.

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

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
2022	0	0	0
2021	0	0	0

### Part-Time vs. Full-Time Employment

## 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
2022	0	0	0
2021	0	0	0



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## Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2022	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
2022	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: \_\_\_\_\_Date: \_\_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_D



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

First Available Exam Date	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2022	N/A	N/A	N/A	N/A	N/A
2021	N/A	N/A	N/A	N/A	N/A

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

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_\_Date: \_\_\_\_\_\_Date: \_\_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_Dat

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2022	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. The list of sources used to substantiate salaries can be obtained by the program administrator.

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 2019 and 2020: \$52,173.00. 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

The 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: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_Date: \_\_\_\_D

Year(s)	Most recent three-year cohort default rate, as reported by the United State Department of Education	The percentage of enrolled students in 2022/21 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2022/21 graduates who took out federal student loans at this institution.	The percentage of graduates in 2022/21 who took out federal student loans to pay for this program.
2022	0	16%	\$65,000	0
2021	1.4	0	0	0

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

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

Student Name - Print

Student Signature

Date

School Official

Date

## ACADEMY OF CHINESE CULTURE & HEALTH SCIENCES 1600 BROADWAY, OAKLAND, CA 94612 (510)763-7787 www.acchs.edu

## **Definitions**

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel and obtain a refund of charge 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 application fee not to exceed two hundred fifty dollars (\$250), if the notice of cancellation is made in writing through attendance at the first class session, or the seventh day after enrollment, whichever is later. You can do this by submitting your written intent to cancel by email (admissions@acchs.edu), mail (1600 Broadway, Oakland, CA. 94612), fax (510-834-8646), or hand delivery.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022 Master of Science of Traditional Chinese Medicine Program (3+ 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
2022	21	21	4	19%
2021	14	14	1	7%

Student's Initials: \_\_\_\_\_Date: \_\_\_\_\_

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



### 1600 BROADWAY, OAKLAND, CA 94612 (510)763-7787 <u>www.acchs.edu</u>

### 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
2022	21	21	21	4	19%
2021	14	14	14	2	14%

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 list of employment positions can be obtained by the program administrator.

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

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			
2022	1	0	4			
2021	2	0	2			

### Part-Time vs. Full-Time Employment

### 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
2022	2	2	4
2021	2	0	2

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### **Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2022	2	4
2021	0	2

### 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
2022	2	4
2021	0	2

### 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.



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

First Available Exam Date	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2022	21	6	6	0	100%
2021	14	3	3	0	100%

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

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

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Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Informatio
							n
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2022	21	Δ	0	0	0	0	21
2022	21		v	U	v	v	21

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

A list of sources used to substantiate salary disclosures is available from the school. The list of sources used to substantiate salaries can be obtained by the program administrator.

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 and 2021: \$52,173.00. 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.

#### Calendar Most recent The percentage of The percentage of The average amount of enrolled students in federal student loan debt three-year graduates in Year(s) cohort default 2022/21 receiving of 2022/21 graduates 2022/21 who took federal student who took out federal out federal student rate, as student loans at this reported by the loans to pay for this loans to pay for this United State institution. program. program. **Department of** Education<sup>1</sup> 2022 38% \$95,000 28% 0 2021 1.4 41% \$95.000 100%

### Federal Student Loan Debt

<sup>1</sup>The 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. Published on: October 17.



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Student Name - Print

Student Signature

School Official

Date

Date



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## **Definitions**

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- "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.
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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
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- "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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- "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.

### <sup>3</sup> 1600 BROADWAY, OAKLAND, CA 94612 (510)763-7787 www.acchs.edu

### STUDENT'S RIGHT TO CANCEL

You have the right to cancel and obtain a refund of charge 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 application fee not to exceed two hundred fifty dollars (\$250), if the notice of cancellation is made in writing through attendance at the first class session, or the seventh day after enrollment, whichever is later. You can do this by submitting your written intent to cancel by email (admissions@acchs.edu), mail (1600 Broadway, Oakland, CA. 94612), fax (510-834-8646), or hand delivery.



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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2021 & 2022 Tuina Massage Therapy Certificate Program (500 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
2022	68	68	62	91%
2021	94	94	93	99%

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_

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

Students Completing After Published Program Length – 150% Completion Rate

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	68	68	0	0
2021	94	94	0	0

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
2022	68	68	62	27	44%
2021	94	93	93	51	55%

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 list of employment positions can be obtained by the program administrator.

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

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
2022	Week 8	14	27
2021	15	29	51

### Part-Time vs. Full-Time Employment

### 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
2022	27	0	27
2021	51	0	51

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## Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self- Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	27
2021	7	51

### 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
2022	0	27
2021	0	51

### 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. Published: October 17, 2023 page 3 of 9



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

First Available Exam Date	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2022	68	N/A	N/A	N/A	N/A
2021	94	N/A	N/A	N/A	N/A

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

Student's Initials:\_\_\_\_\_Date: \_\_\_\_\_ Initial only after you have had sufficient time to read and understand the information.



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

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

Calendar	Graduates	Graduates	\$20,001	\$35,001	\$40,001	\$45,001	No Salary
Year	Available for	Employed in	-	-	-	-	Informatio
	Employment	Field	\$25,000	\$40,000	\$45,000	\$50,000	Reported
2022	68	27	6	6	2	3	39

A list of sources used to substantiate salary disclosures is available from the school. The list of sources used to substantiate salaries can be obtained by the program administrator.

### 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 and 2021: \$5,125.00. 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

Calendar Year(s)	Most recent cohort default rate, as reported by the United State Department of Education <sup>1</sup>	The percentage of enrolled students in 2022/21 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2022/21 graduates who took out federal student loans at this institution.	The percentage of graduates in 2022/21 who took out federal student loans to pay for this program.
2022	0	0	0	0
2021	1.4	0	0	0

<sup>1</sup>The 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.



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Student Name - Print

Student Signature

Date

School Official

Date



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## **Definitions**

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

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- "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 and obtain a refund of charge 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 application fee not to exceed two hundred fifty dollars (\$250), if the notice of cancellation is made in writing through attendance at the first class session, or the seventh day after enrollment, whichever is later. You can do this by submitting your written intent to cancel by email (admissions@acchs.edu), mail (1600 Broadway, Oakland, CA. 94612), fax (510-834-8646), or hand delivery.