



7283 Engineer Road Suite H San Diego CA 92111  
Telephone: (858) 836-1420 [www.theaccountingacademy.com](http://www.theaccountingacademy.com)

**Small Business Accounting  
& Bookkeeping Training Program**

**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

**THE ACCOUNTING ACADEMY**

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**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

**Small Business Accounting & Bookkeeping  
Training Program (600 Hours)**

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CALENDAR YEARS 2022 & 2021**

**Small Business Accounting & Bookkeeping  
Training Program (600 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	36	36	36	100%
2021	84	84	70	83%

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**

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a

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

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CALENDAR YEARS 2022 & 2021**

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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	36	36	11	9	82%
2021	84	70	48	47	97%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

Gainfully Employed Categories

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	9	9
2021	0	47	47

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	9	0	9
2021	47	0	47

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**Self-Employed/Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2022	0	9
2021	0	47

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
2022	0	9
2021	0	47

**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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

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

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**Small Business Accounting & Bookkeeping  
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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
2022	n/a	n/a	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a	n/a	n/a

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-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$60,000	No Salary Information Reported
2022	11	9	0	0	0	0	0
2021	48	47	0	0	0	47	0

A list of sources used to substantiate salary disclosures is available from the school by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

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

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CALENDAR YEARS 2022 & 2021**

**Small Business Accounting & Bookkeeping  
Training Program (600 Hours)**

**DEFINITIONS – Page 1 of 2**

1. “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.
2. “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.
3. “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.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “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.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “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.
9. “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.

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CALENDAR YEARS 2022 & 2021**

**Small Business Accounting & Bookkeeping  
Training Program (600 Hours)**

**DEFINITIONS – Page 2 of 2**

10. "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.
11. "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.
12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
13. "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.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **THE ACCOUNTING ACADEMY**

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### **Small Business Accounting & Bookkeeping Training Program (600 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 1 of 3)**

##### **Overview**

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later.

##### **Students Who Receive Federal Student Financial Aid Funds**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

##### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

##### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

##### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

##### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

##### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

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### **Small Business Accounting & Bookkeeping Training Program (600 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 2 of 3)**

##### **School Closures**

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 574-8900, or fax number (916) 263-1897.

##### **Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**STUDENT'S RIGHT TO CANCEL (Page 3 of 3)**

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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**Cost of Education Program**

Total charges for the program for students completing on-time in 2022: \$ 9,500.  
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: \$7,500.  
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**

Students at **THE ACCOUNTING ACADEMY** 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.

**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 licensing 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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**Administrative Assistant**  
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CALENDAR YEARS 2022 & 2021

**Administrative Assistant**  
**(234 Hours)**

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**Administrative Assistant  
(234 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	9	9	9	100%
2021	26	26	25	96%

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**

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a

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

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(234 Hours)**

**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	9	9	1	1	100%
2021	26	25	18	16	88%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

**Gainfully Employed Categories**

*Includes data for the two calendar years prior to reporting*

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	1	1
2021	0	16	16

**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	1	0	1
2021	16	0	16



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(234 Hours)**

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	1
2021	0	16

**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	1
2021	0	16

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

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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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

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

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(234 Hours)**

**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
2022	n/a	n/a	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a	n/a	n/a

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-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2022	1	1	0	0	0	0	1
2021	18	16	0	0	0	0	16

A list of sources used to substantiate salary disclosures is available from the school by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

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**DEFINITIONS – Page 1 of 2**

1. “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.
2. “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.
3. “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.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “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.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “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.
9. “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.

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(234 Hours)**

**DEFINITIONS – Page 2 of 2**

10. "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.
11. "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.
12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
13. "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.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "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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### **Administrative Assistant (234 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 1 of 3)**

##### **Overview**

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later.

##### **Students Who Receive Federal Student Financial Aid Funds**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

##### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

##### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

##### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

##### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

##### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

## **THE ACCOUNTING ACADEMY**

7283 Engineer Road Suite H San Diego CA 92111

Telephone: (858) 836-1420 [www.theaccountingacademy.com](http://www.theaccountingacademy.com)

### **Administrative Assistant (234 Hours)**

## **STUDENT'S RIGHT TO CANCEL (Page 2 of 3)**

### **School Closures**

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 574-8900, or fax number (916) 263-1897.

### **Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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(234 Hours)**

**STUDENT'S RIGHT TO CANCEL (Page 3 of 3)**

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

**THE ACCOUNTING ACADEMY**

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Administrative Assistant  
(234 Hours)**

**Cost of Education Program**

Total charges for the program for students completing on-time in 2022: \$6 ,500.  
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: \$5,000.  
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**

Students at **THE ACCOUNTING ACADEMY** 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.

**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 licensing 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





7283 Engineer Road Suite H San Diego CA 92111  
Telephone: (858) 836-1420 [www.theaccountingacademy.com](http://www.theaccountingacademy.com)

**Accounts Payable Specialist**  
**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

November 28, 2023

**THE ACCOUNTING ACADEMY**

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**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

**Accounts Payable Specialist**  
**(288 Hours)**

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**SCHOOL PERFORMANCE FACT SHEET  
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**Accounts Payable Specialist  
(288 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	12	12	12	100%
2021	0	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**

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a

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

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

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Payable Specialist  
(288 Hours)**

**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	12	12	4	4	100%
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 by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

**Gainfully Employed Categories**

*Includes data for the two calendar years prior to reporting*

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	4	4
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
2022	4	0	4
2021	0	0	0

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**SCHOOL PERFORMANCE FACT SHEET  
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**Accounts Payable Specialist  
(288 Hours)**

**Self-Employed/Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2022	0	0
2021	0	0

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

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

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**SCHOOL PERFORMANCE FACT SHEET  
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**Accounts Payable Specialist  
(288 Hours)**

**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
2022	n/a	n/a	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a	n/a	n/a

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-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2022	4	4	0	0	0	0	4
2021	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

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

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Payable Specialist  
(288 Hours)**

**DEFINITIONS – Page 1 of 2**

1. “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.
2. “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.
3. “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.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “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.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “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.
9. “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.

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Payable Specialist  
(288 Hours)**

**DEFINITIONS – Page 2 of 2**

10. "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.
11. "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.
12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
13. "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.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **THE ACCOUNTING ACADEMY**

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### **Accounts Payable Specialist (288 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 1 of 3)**

##### **Overview**

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later.

##### **Students Who Receive Federal Student Financial Aid Funds**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

##### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

##### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

##### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

##### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

##### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

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### **Accounts Payable Specialist (288 Hours)**

## **STUDENT'S RIGHT TO CANCEL (Page 2 of 3)**

### **School Closures**

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 574-8900, or fax number (916) 263-1897.

### **Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**Accounts Payable Specialist  
(288 Hours)**

**STUDENT'S RIGHT TO CANCEL (Page 3 of 3)**

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

**THE ACCOUNTING ACADEMY**

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Payable Specialist  
(288 Hours)**

**Cost of Education Program**

Total charges for the program for students completing on-time in 2022: \$6,500.  
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: \$5,000.  
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**

Students at **THE ACCOUNTING ACADEMY** 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.

**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 licensing 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:

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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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**SCHOOL PERFORMANCE FACT SHEET**  
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**SCHOOL PERFORMANCE FACT SHEET**  
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**SCHOOL PERFORMANCE FACT SHEET  
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**Accounts Receivable Specialist  
(288 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	20	20	20	100%
2021	0	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**

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a

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

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

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Receivable Specialist  
(288 Hours)**

**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	20	20	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 by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

**Gainfully Employed Categories**

*Includes data for the two calendar years prior to reporting*

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

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



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**SCHOOL PERFORMANCE FACT SHEET  
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**Accounts Receivable Specialist  
(288 Hours)**

**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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

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

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

**THE ACCOUNTING ACADEMY**

7283 Engineer Road Suite H San Diego CA 92111  
Telephone: (858) 836-1420 www.theaccountingacademy.com

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Receivable Specialist  
(288 Hours)**

**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
2022	n/a	n/a	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a	n/a	n/a

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-\$35,000	\$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 by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

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

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**DEFINITIONS – Page 1 of 2**

1. “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.
2. “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.
3. “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.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “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.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “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.
9. “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.

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CALENDAR YEARS 2022 & 2021**

**Accounts Receivable Specialist  
(288 Hours)**

**DEFINITIONS – Page 2 of 2**

10. "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.
11. "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.
12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
13. "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.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **THE ACCOUNTING ACADEMY**

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### **Accounts Receivable Specialist (288 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 1 of 3)**

##### **Overview**

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later.

##### **Students Who Receive Federal Student Financial Aid Funds**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

##### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

##### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

##### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

##### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

##### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

## **THE ACCOUNTING ACADEMY**

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### **Accounts Receivable Specialist (288 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 2 of 3)**

##### **School Closures**

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 574-8900, or fax number (916) 263-1897.

##### **Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**Accounts Receivable Specialist  
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**STUDENT'S RIGHT TO CANCEL (Page 3 of 3)**

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Accounts Receivable Specialist  
(288 Hours)**

**Cost of Education Program**

Total charges for the program for students completing on-time in 2022: \$ 6,500.  
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: \$5,000.  
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**

Students at **THE ACCOUNTING ACADEMY** 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.

**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 licensing 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





7283 Engineer Road Suite H San Diego CA 92111  
Telephone: (858) 836-1420 [www.theaccountingacademy.com](http://www.theaccountingacademy.com)

**Payroll Specialist**  
**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

November 28, 2023

**THE ACCOUNTING ACADEMY**

7283 Engineer Road Suite H San Diego CA 92111  
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**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2022 & 2021**

**Payroll Specialist**  
**(324 Hours)**

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CALENDAR YEARS 2022 & 2021**

**Payroll Specialist  
(324 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	12	11	11	100%
2021	0	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**

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a

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

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

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CALENDAR YEARS 2022 & 2021**

**Payroll Specialist  
(324 Hours)**

**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	12	11	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 by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

**Gainfully Employed Categories**

*Includes data for the two calendar years prior to reporting*

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

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

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**SCHOOL PERFORMANCE FACT SHEET  
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**Payroll Specialist  
(324 Hours)**

**Self-Employed/Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2022	0	0
2021	0	0

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

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

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CALENDAR YEARS 2022 & 2021**

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(324 Hours)**

**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
2022	n/a	n/a	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a	n/a	n/a

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-\$35,000	\$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 by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

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

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CALENDAR YEARS 2022 & 2021**

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(324 Hours)**

**DEFINITIONS – Page 1 of 2**

1. “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.
2. “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.
3. “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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5. “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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9. “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.

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(324 Hours)**

**DEFINITIONS – Page 2 of 2**

10. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
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12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
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14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## **THE ACCOUNTING ACADEMY**

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### **Payroll Specialist (324 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 1 of 3)**

##### **Overview**

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later.

##### **Students Who Receive Federal Student Financial Aid Funds**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

##### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

##### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

##### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

##### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

##### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

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**STUDENT'S RIGHT TO CANCEL (Page 2 of 3)**

**School Closures**

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**Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**Payroll Specialist  
(324 Hours)**

**STUDENT'S RIGHT TO CANCEL (Page 3 of 3)**

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

**THE ACCOUNTING ACADEMY**

7283 Engineer Road Suite H San Diego CA 92111  
Telephone: (858) 836-1420 www.theaccountingacademy.com

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Payroll Specialist  
(324 Hours)**

**Cost of Education Program**

Total charges for the program for students completing on-time in 2022: \$7,500.  
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: \$6,000.  
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**

Students at **THE ACCOUNTING ACADEMY** 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.

**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 licensing 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



7283 Engineer Road Suite H San Diego CA 92111  
Telephone: (858) 836-1420 [www.theaccountingacademy.com](http://www.theaccountingacademy.com)

**Tax Preparer/Enrolled Agent**  
**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

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**SCHOOL PERFORMANCE FACT SHEET**  
CALENDAR YEARS 2022 & 2021

**Tax Preparer/Enrolled Agent**  
**(324 Hours)**

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CALENDAR YEARS 2022 & 2021**

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(324 Hours)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	24	20	20	100%
2021	69	69	61	88%

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**

Not applicable: the program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a

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

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CALENDAR YEARS 2022 & 2021**

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(324 Hours)**

**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	24	20	9	9	100%
2021	69	61	39	38	97%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

**Gainfully Employed Categories**

*Includes data for the two calendar years prior to reporting*

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022		9	9
2021	0	38	38

**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	9	0	9
2021	38	0	38



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(324 Hours)**

**Self-Employed/Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2022	0	9
2021	0	38

**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
2019	0	9
2021	0	38

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

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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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

**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
2022	n/a	n/a	n/a	n/a	n/a	n/a
2021	n/a	n/a	n/a	n/a	n/a	n/a

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-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$60,000	No Salary Information Reported
2022	9	9					9
2021	0	0	0	0	0	38	0

A list of sources used to substantiate salary disclosures is available from the school by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

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

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CALENDAR YEARS 2022 & 2021**

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**DEFINITIONS – Page 1 of 2**

1. “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.
2. “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.
3. “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.
4. “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
5. “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. “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.
7. “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
8. “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.
9. “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.

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**DEFINITIONS – Page 2 of 2**

10. “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.
11. “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.
12. “First Available Exam Date” is the first licensing Exam date available after you have completed a program.
13. “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.
14. “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
15. “Salary” is as reported by graduate or graduate’s employer.
16. “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **THE ACCOUNTING ACADEMY**

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### **Tax Preparer/Enrolled Agent (324 Hours)**

#### **STUDENT'S RIGHT TO CANCEL (Page 1 of 3)**

##### **Overview**

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later.

##### **Students Who Receive Federal Student Financial Aid Funds**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

##### **Rejection of Student Applicant**

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

##### **School Program Cancellation**

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

##### **Student Withdrawal or Cancellation Prior to Start of Class or No Show**

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

##### **Student Withdrawal or Cancellation from First Session through 7th Business Day**

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

##### **Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session**

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

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**STUDENT'S RIGHT TO CANCEL (Page 2 of 3)**

**School Closures**

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at www.bppe.ca.gov, telephone (916) 574-8900, or fax number (916) 263-1897.

**Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009**

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**STUDENT'S RIGHT TO CANCEL (Page 3 of 3)**

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2021**

**Tax Preparer/Enrolled Agent  
(324 Hours)**

**Cost of Education Program**

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Total charges for the program for students completing on-time in 2021: \$6,500.  
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**

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

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\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date