



**AMERICAN MEDICAL SCIENCES CENTER (AMSC)**  
**225 WEST BROADWAY, SUITE 410 GLENDALE, CA. 91204**  
**818-240-6900 | amsc.edu**

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS: 2021 & 2022**  
**AAS DIAGNOSTIC MEDICAL SONOGRAPHY-101 Units**

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

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	32	32	21	66%
2022	29	29	12	41%

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

Date: \_\_\_\_\_

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

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	40	40	30	75%
2020	11	11	8	73%
2021	32	32	22	69%
2022	29	29	21	72%

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

Date: \_\_\_\_\_

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**Job Placement Rates**

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	32	22	22	12	54%
2022	29	21	21	13	62%

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 from the AMSC College Catalog or Admissions Office.

**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
2021	4	8	12
2022	8	5	13

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	12	0	12
2022	13	0	13

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**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	12
2022	2	11

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	12
2022	0	13

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 work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

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

## License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	22	0	0	0	0%
2022	21	0	0	0	0%

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

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

Date: \_\_\_\_\_

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## Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

### Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$1 - \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000
			2021	22	0	0	0	0	0
2022	21	13	0	0	0	0	6	0	0
Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000
			2021	22	0	0	0	0	0
2022	21	13	2	1	2	1	1	0	0
Calendar Year	Graduates Available for	Graduates Employed in Field	\$70,001 - \$75,000	\$75,001 - \$80,000	\$80,001 - \$85,000	\$85,001 - \$90,000	\$90,001 - \$95,000	\$95,001 - \$100,000	\$100,000 over
			2021	22	0	0	0	0	0
2022	21	13	0	0	0	0	0	0	0

	<b>Employment</b>								
2021	22	0	0	0	0	0	0	0	0
2022	21	13	0	0	0	0	0	0	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>No Salary Information Reported</b>						
2021	22	0	0						
2022	21	13	0						

A list of sources used to substantiate salary disclosures is available from the school's Placement office

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

Date: \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2021: \$38,850.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$38,850.00. Total charges may be higher for students that do not complete on-time.

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

Date: \_\_\_\_\_

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**Federal Student Loan Debt**

<b>Calendar Year</b>	<b>Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education<sup>1</sup></b>	<b>The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.</b>	<b>The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.</b>	<b>The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution</b>
2021	2.30	84%	95%	\$13,228.28

2022	0.00	84%	100%	\$12,635.72
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1The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

Date: \_\_\_\_\_

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, 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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**Definitions**

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.
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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11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
12. "First Available Exam Date" is the date for the first available exam after a student 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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**STUDENT'S RIGHT TO CANCEL**

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later, including any equipment such as books, materials, and supplies or any other goods related to instruction offered in this Agreement. Cancellation shall occur when you give a written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use on the first day of class, but you can use any written notice that you wish. If the School has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep it without further obligation. If you cancel this agreement, the school will refund any money that you paid, less deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
2535 CAPITOL OAKS DRIVE SUITE 400, SACRAMENTO, CA 95833 (916) 431-6959 [www.bppve.ca.gov](http://www.bppve.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppve.ca.gov](http://www.bppve.ca.gov)

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from the school on the earliest of: The date you notify the financial aid officer of your intent to withdraw. Only the financial aid office would be authorized to accept a notification of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA.

## **CEC 94919. Institution Participating in Federal Student Financial Aid Programs**

**a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

**b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**c)** The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

**d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00 is a non-refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
---

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

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

**DIAGNOSTIC MEDICAL SONOGRAPHY - BACHELOR OF HEALTH  
 SCIENCES-130 Units**

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

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	12	12	0	0%
2022	9	9	0	0%

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

Date: \_\_\_\_\_

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

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2020	0	0	0	0%
2021	12	12	12	100%
2022	9	9	9	100%

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

Date: \_\_\_\_\_

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**Job Placement Rates**

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	12	12	12	7	58%
2022	9	9	9	6	66%

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 from the AMSC College Catalog or Admissions Office.

**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
2021	0	0	0
2022	0	6	6

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	0	0	0
2022	6	0	6

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**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	0
2022	0	6

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	0
2022	3	6

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

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

**This program may result in freelance or self-employment.**

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

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

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

## License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	12	0	0	0	0%
2022	9	0	0	0	0%

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

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

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## Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

### Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$1 - \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000
			2021	12	0	0	0	0	0
2022	9	0	0	0	0	0	1	1	0
Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000
			2021	12	0	0	0	0	0
2022	9	0	0	0	1	3	0	0	
Calendar Year	Graduates Available for	Graduates	\$70,001 - \$75,000	\$75,001 - \$80,000	\$80,001 - \$85,000	\$85,001 - \$90,000	\$90,001 - \$95,000	\$95,001 - \$100,000	\$100,000 over
			2021	12	0	0	0	0	0
2022	9	0	0	0	1	3	0	0	

	Employment	Employed in Field	\$75,000	\$80,000	\$85,000	\$90,000	\$95,000	\$100,000	
2021	12	0	0	0	0	0	0	0	0
2022	9	0	0	0	0	0	0	0	0
Calendar Year	Graduates Available for Employment	Graduates Employed in Field	No Salary Information Reported						
2021	12	0	0						
2022	9	0	0						

A list of sources used to substantiate salary disclosures is available from the school's Placement office

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2021: \$48,436.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: \$48,436.00. Total charges may be higher for students that do not complete on-time.

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

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**Federal Student Loan Debt**

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State	The Percentage of Enrolled Students Receiving Federal Student Loans	The Percentage of Graduates Who Took Out Federal Student Loans	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student



	Department of Education <sup>1</sup>	to Pay for This Program.	to Pay for This Program.	Loans at This Institution
2021	2.30	81%	90%	\$13,228.28
2022	0.00	70%	56%	\$12,635.72

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

Date: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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**Definitions**

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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).
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.
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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11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
12. "First Available Exam Date" is the date for the first available exam after a student 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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### **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later, including any equipment such as books, materials, and supplies or any other goods related to instruction offered in this Agreement. Cancellation shall occur when you give a written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use on the first day of class, but you can use any written notice that you wish. If the School has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep it without further obligation. If you cancel this agreement, the school will refund any money that you paid, less deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
2535 CAPITOL OAKS DRIVE SUITE 400, SACRAMENTO, CA 95833 (916) 431-6959 [www.bppve.ca.gov](http://www.bppve.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppve.ca.gov](http://www.bppve.ca.gov)

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from the school on the earliest of: The date you notify the financial aid officer of your intent to withdraw. Only the financial aid office would be authorized to accept a notification of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA.

## **CEC 94919. Institution Participating in Federal Student Financial Aid Programs**

**a)** An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

**b)** The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**c)** The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

**d)** Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00 is a non-refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
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The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.