

## School Performance Fact Sheet Calendar Years 2022 – 2023

### Bachelor of Fine Arts in Digital Production – 48 months

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

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	55	55	35	63.6%
2023	65	65	33	50%

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

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	55	55	40	72.7%
2023	65	65	46	70%

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 Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement rate % Employed in the Field
2022	55	40	40	30	75%
2023	65	46	46	29	63%

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. For further information on this and the calculation of job placement rates speak with the Associate Director of Placement & Alumni Engagement. (§94910(f)(2))

**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	4	26	30
2023	0	29	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	30	0	30
2023	29	0	29

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	30
2023	0	29

**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	30
2023	0	29

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)**  
There is no license examination associated with this field (§74112(f)).

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	N/A	N/A	N/A	N/A	N/A
2023	N/A	N/A	N/A	N/A	N/A

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

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

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

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**  
**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000
2022	40	30	0	0	0	0	1	0	1
2023	46	29	0	0	0	3	0	0	3
Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000	\$70,001 - \$75,000	\$75,001 - \$80,000	\$80,001 - \$85,000	\$85,001 - \$90,000
2022	40	30	0	4	2	9	1	3	2
2023	46	29	3	2	1	1	1	1	0
Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$90,001 - \$95,000	\$95,001 - \$100,000	Over \$100,000	No Salary Information Reported			
2022	40	30	2	0	1	4			
2023	46	29	1	0	1	12			

A list of sources used to substantiate salary disclosures is available from the school. (§94910(f)(3)). More detailed information on the manner in which the figures described above are calculated may be found in the Placement Office. (§94910(f)(1))

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

**Cost of Educational Program**

Total charges for the program for students completing on time in 2022: \$124,695  
 Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$137,327  
 Total charges may be higher for students that do not complete on time.

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

## Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup>	The percentage of enrolled students in 2022/2023 receiving federal student loans to pay for this program.	The percentage of graduates in 2022/2023 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2022/2023 graduates who took out federal student loans at this institution.
2022	0%	42.4%	47.5%	\$35,892
2023	0%	36.8%	54.3%	\$28,818

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

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. (§94910(g)(1))

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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. (§94910(g)(2))

There is no license examination associated with this field (§74112(f)).

Student Name – Print: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_ Date: \_\_\_\_\_

(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

"Number of Students Who Began Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

"Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

"Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

"On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

"150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).

"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

"Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

"Graduates Unavailable for Employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

"Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

"Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

"Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.

"First Available Exam Date" is the date for the first available exam after a student completed a program.

"Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

"Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

"Salary" is as reported by graduate of graduate's employer.

"No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **Student's Right to Cancel**

### **Cancelling on Or Before The First Day Of Class**

If tuition and fees are collected in advance of the start date of classes and the Student does not begin classes or withdraw on the first day of classes, Gnomon retains the non-refundable Enrollment Deposit of \$125.00 and will process a refund for all other tuition and fees paid. Refunds will be paid within 45 days.

### **Cancelling During the First Seven (7) Days After Enrollment**

- 1) The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Gnomon 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 of enrollment, whichever is later.
- 2) Cancellation shall occur when the Student gives written notice of cancellation to Gnomon, Attn: Registrar, 1015 North Cahuenga Boulevard, Los Angeles, CA 90038, or by email: [registrar@gnomon.edu](mailto:registrar@gnomon.edu).
- 3) Written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage pre-paid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the Student no longer wishes to be bound by the Agreement. The Student may request a form from the administration office.
- 4) If the School has given or loaned the Student any equipment, assets, or library resources, the Student shall return the item(s) to the School within 30 days following the date of notice of cancellation per the terms of the Library Borrower Agreement.
- 5) 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.
- 6) Cancellation of this agreement can occur up to: \_\_\_\_\_(date)

## **Withdrawing After the First Seven (7) Days After Enrollment**

- 1) The Student has the right to withdraw from the program of instruction at any time.
- 2) After the cancellation period, Gnomon will provide a pro-rata refund of nonfederal student financial aid program monies paid to students who have completed 60% or less of the period of attendance within the current quarter. The period of attendance is defined as a 10-week term of instruction. The program includes a defined number of 10-week quarters. Students who withdraw from the program are not financially obligated beyond the current quarter.
- 3) If the Student withdraws from any course after midnight of the seventh day after enrollment, the School will calculate the amount owed for the time attended according to the following formula: The amount owed shall be determined on a pro-rata basis if completion of 60% or less of the period of attendance depending on how many days remain at withdrawal from the course(s). After Gnomon computes the amount owed for time attended, the School will retain the non-refundable Enrollment Deposit of \$125.00 and the STRF fees (when applicable).
- 4) For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
  - a) The Student notifies the Registrar in writing or via email of the date of intent to withdraw.
  - b) The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the school.
  - c) The student does not return from a leave of absence.
  - d) The student fails to attend classes for 14 consecutive days.
- 5) For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed as the last date of recorded attendance. A pro-rata refund shall 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: 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.

- 6) For programs beyond the current payment period, students who withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. 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.
- 7) If the amount paid is more than the amount owed for the time attended, then a refund will be issued within 45 days. If the amount owed is more than the amount paid, arrangements must be made to pay the balance due.



## School Performance Fact Sheet

Calendar Years 2022 – 2023

### Digital Production for Entertainment – 24 months

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

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	42	42	32	76%
2023	36	36	24	67%

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

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	42	42	38	90%
2023	36	36	26	72%

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

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement rate % Employed in the Field
2022	42	38	36	29	80.5%
2023	36	26	24	11	46%

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. For further information on this and the calculation of job placement rates speak with the Associate Director of Placement & Alumni Engagement. (§94910(f)(2))

**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	1	28	29
2023	0	11	11

**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	29	0	29
2023	11	0	11

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	29
2023	0	11

**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	29
2023	0	11

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)**

There is no license examination associated with this field (§74112(f)).

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	N/A	N/A	N/A	N/A	N/A
2023	N/A	N/A	N/A	N/A	N/A

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

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

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

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**  
**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000
2022	36	29	0	0	0	0	0	0	2
2023	24	11	0	0	0	0	1	0	0
Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000	\$70,001 - \$75,000	\$75,001 - \$80,000	\$80,001 - \$85,000	\$85,001 - \$90,000
2022	36	29	4	2	5	7	0	2	2
2023	24	11	0	1	0	1	1	1	0
Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$90,001 - \$95,000	\$95,001 - \$100,000	Over 100,000	No Salary Information Reported			
2022	36	29	0	1	4	0			
2023	24	11	1	1	0	4			

A list of sources used to substantiate salary disclosures is available from the school. (§94910(f)(3)). More detailed information on the manner in which the figures described above are calculated may be found in the Placement Office. (§94910(f)(1))

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

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

**Cost of Educational Program**

Total charges for the program for students completing on time in 2022: \$106,078  
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$116,983  
Total charges may be higher for students that do not complete on time.

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

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

## Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup>	The percentage of enrolled students in 2022/2023 receiving federal student loans to pay for this program.	The percentage of graduates in 2022/2023 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2022/2023 graduates who took out federal student loans at this institution.
2022	0%	50.5%	52.6%	\$35,892
2023	0%	41.1%	57.6%	\$28,818

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

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. (§94910(g)(1))

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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. (§94910(g)(2))

Student Name – Print: \_\_\_\_\_

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

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

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

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

(l) Definitions. Definitions for all terms contained on the Performance Fact Sheet shall be included as part of the Performance Fact Sheet, in the same format as required in subdivision (a).

The following are the definitions for the Performance Fact Sheet:

"Number of Students Who Began Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

"Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

"Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

"On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

"150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).

"150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

"Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

"Graduates Unavailable for Employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

"Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

"Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

"Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.

"First Available Exam Date" is the date for the first available exam after a student completed a program.

"Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

"Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

"Salary" is as reported by graduate of graduate's employer.

"No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **Student's Right to Cancel**

### **Cancelling on Or Before The First Day Of Class**

If tuition and fees are collected in advance of the start date of classes and the Student does not begin classes or withdraw on the first day of classes, Gnomon retains the non-refundable Enrollment Deposit of \$125.00 and will process a refund for all other tuition and fees paid. Refunds will be paid within 45 days.

### **Cancelling During the First Seven (7) Days After Enrollment**

- 1) The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Gnomon 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 (\$250.00), if notice of cancellation is made through attendance at the first class session, or the seventh day of enrollment, whichever is later.
- 2) Cancellation shall occur when the Student gives written notice of cancellation to Gnomon, Attn: Registrar, 1015 North Cahuenga Boulevard, Los Angeles, CA 90038, or by email: [registrar@gnomon.edu](mailto:registrar@gnomon.edu).
- 3) Written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage pre-paid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the Student no longer wishes to be bound by the Agreement. The Student may request a form from the administration office.
- 4) If the School has given or loaned the Student any equipment, assets, or library resources, the Student shall return the item(s) to the School within 30 days following the date of notice of cancellation per the terms of the Library Borrower Agreement.
- 5) 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.
- 6) Cancellation of this agreement can occur up to: \_\_\_\_\_(date)

## Withdrawing After the First Seven (7) Days After Enrollment

- 1) The Student has the right to withdraw from the program of instruction at any time.
- 2) After the cancellation period, Gnomon will provide a pro-rata refund of nonfederal student financial aid program monies paid to students who have completed 60% or less of the period of attendance within the current quarter. The period of attendance is defined as a 10-week term of instruction. The program includes a defined number of 10-week quarters. Students who withdraw from the program are not financially obligated beyond the current quarter.
- 3) If the Student withdraws from any course after midnight of the seventh day after enrollment, the School will calculate the amount owed for the time attended according to the following formula: The amount owed shall be determined on a pro-rata basis if completion of 60% or less of the period of attendance depending on how many days remain at withdrawal from the course(s). After Gnomon computes the amount owed for time attended, the School will retain the non-refundable Enrollment Deposit of \$125.00 and the STRF fees (when applicable).
- 4) For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
  - a) The Student notifies the Registrar in writing or via email of the date of intent to withdraw.
  - b) The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the school.
  - c) The student does not return from a leave of absence.
  - d) The student fails to attend classes for 14 consecutive days.
- 5) For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed as the last date of recorded attendance. A pro-rata refund shall 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: 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.

- 6) For programs beyond the current payment period, students who withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. 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.
- 7) If the amount paid is more than the amount owed for the time attended, then a refund will be issued within 45 days. If the amount owed is more than the amount paid, arrangements must be made to pay the balance due.