

**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024**

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Electrology (180 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	2	2	2	100%
2024	1	1	1	100%

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

Electrology (180 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of 150% Graduates	150% Completion Rate
2021	2	2	1	50%
2022	0	0	0	0
2023	2	2	2	100%
2024	1	1	1	100%

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)

Electrology (180 Hours)

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
2023	2	2	2	2	100%
2024	1	1	1	1	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please contact the school directly at info@electrologyacademy.com or call us at 951-987-0034

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
2023	1	1	2
2024	0	0	1

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
2023	2	0	2
2024	0	0	1

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	1	2
2024	1	1

This program may result in freelance or self-employment.

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

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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
2023	0	2
2024	0	1

Student's Initials: _____ Date: _____

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

License Examinations Passage Rates

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

Electrology (180 Hours)

This Program Does Not Require State Licensure

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
2023	NA	NA	NA	NA	NA
2024	NA	NA	NA	NA	NA

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: _____

Only initial 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)

Electrology (180 Hours)

Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$55,001 To \$60,000	No Salary Information Reported
2023	2	2	1	1
2024	1	1	0	1

A list of sources used to substantiate salary disclosures is available from the school. Student's may obtain this information from the school directly by contacting us via email at info@electrologyacademy.com or calling us at 951-987-0034.

Student's Initials: _____ Date: _____

Only initial 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 2023: \$3,600.00. Additional charges may be incurred if the program is not completed on-time.

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

Only initial after you have had sufficient time to read and understand the information.

Total Charges for the Program for students completing on-time in 2024: \$3,600.00. Additional charges may be incurred if the program is not completed on-time.

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

Only initial after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at California Electrology 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:** _____

Only initial after you have had sufficient time to read and understand the information.

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 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

Definitions

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

SEVEN-DAY CANCELLATION: An applicant who provides written notice of cancellation within seven (7) business days, excluding days the school is closed and holidays, of signing the enrollment agreement or attending the first class session, whichever is later, will receive a refund of all monies paid, excluding a \$250 non-refundable registration fee. Notice of cancellation must be submitted in writing directly to the admissions office of California Electrology Academy. This may be done by mail, email, or hand delivery.

WITHDRAWAL PROCEDURE

1. A student choosing to withdraw from the school after the commencement of classes must provide written notice to the Director of the school, Johanne Fortier Gonella. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the anticipated start and end dates. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses seven (7) consecutive instructional days and all of the days are unexcused.
4. All refunds will be issued within 45 days of the determination of the withdrawal date.

REFUND POLICY: After the initial seven-day cancellation period, the institution will provide a pro-rata refund of all funds paid for tuition charges to students who have completed less than 75 percent of the program. Beyond 75% Completion: No refunds will be issued once more than 75 percent of the course has been completed.

Non-Refundable Items:

- Registration Fee: The online registration fee of \$250.00 is non-refundable.
- Equipment and Materials: Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable or refundable. Once these items are received, they belong to the student and represent a liability to the student.
- STRF Fee: The Student Tuition Recovery Fund (STRF) fee is non-refundable after the seven-day cancellation period.

Refund Processing: If you are entitled to a refund, the school will issue it within 45 days of receiving your notice of cancellation or your withdrawal date, whichever applies. If the calculated refund exceeds the amount you have paid, a refund will be made within the specified period. Conversely, if you owe more than what you have paid at the time of withdrawal, arrangements must be made to settle the outstanding balance.

**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024**

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Electrology (400 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	10	10	7	70%
2024	6	6	3	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

Electrology (400 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of 150% Graduates	150% Completion Rate
2021	3	3	2	67%
2022	6	5	5	100%
2023	10	10	7	70%
2024	6	6	4	67%

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)

Electrology (400 Hours)

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
2023	10	7	7	6	86%
2024	6	4	4	3	75%

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. Please contact the school directly at info@electrologyacademy.com or call us at 951-987-0034

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
2023	3	2	6
2024	0	0	3

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
2023	6	0	6
2024	0	0	3

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	4	6
2024	3	3

This program may result in freelance or self-employment.

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

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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
2023	0	6
2024	0	3

Student's Initials: _____ Date: _____

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License Examinations Passage Rates

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

Electrology (400 Hours)

This Program Does Not Require State Licensure

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
2023	NA	NA	NA	NA	NA
2024	NA	NA	NA	NA	NA

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)

Electrology (400 Hours)

Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,001 to \$20,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$75,001 to \$80,000	No Salary Information Reported
2023	7	6	1	1	1	1	2
2024	4	3	0	0	0	0	3

A list of sources used to substantiate salary disclosures is available from the school. Student's may obtain this information from the school directly by contacting us via email at info@electrologyacademy.com or calling us at 951-987-0034.

Student's Initials: _____ Date: _____

Only initial 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 2023: \$7,600.00. Additional charges may be incurred if the program is not completed on-time.

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

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Total Charges for the Program for students completing on-time in 2024: \$7,600.00. Additional charges may be incurred if the program is not completed on-time.

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

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Student Name – Print

Student Signature

Date

School Official

Date

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- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
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STUDENT'S RIGHT TO CANCEL

SEVEN-DAY CANCELLATION: An applicant who provides written notice of cancellation within seven (7) business days, excluding days the school is closed and holidays, of signing the enrollment agreement or attending the first class session, whichever is later, will receive a refund of all monies paid, excluding a \$250 non-refundable registration fee. Notice of cancellation must be submitted in writing directly to the admissions office of California Electrology Academy. This may be done by mail, email, or hand delivery.

WITHDRAWAL PROCEDURE

1. A student choosing to withdraw from the school after the commencement of classes must provide written notice to the Director of the school, Johanne Fortier Gonella. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the anticipated start and end dates. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses seven (7) consecutive instructional days and all of the days are unexcused.
4. All refunds will be issued within 45 days of the determination of the withdrawal date.

REFUND POLICY: After the initial seven-day cancellation period, the institution will provide a pro-rata refund of all funds paid for tuition charges to students who have completed less than 75 percent of the program. Beyond 75% Completion: No refunds will be issued once more than 75 percent of the course has been completed.

Non-Refundable Items:

- Registration Fee: The online registration fee of \$250.00 is non-refundable.
- Equipment and Materials: Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable or refundable. Once these items are received, they belong to the student and represent a liability to the student.
- STRF Fee: The Student Tuition Recovery Fund (STRF) fee is non-refundable after the seven-day cancellation period.

Refund Processing: If you are entitled to a refund, the school will issue it within 45 days of receiving your notice of cancellation or your withdrawal date, whichever applies. If the calculated refund exceeds the amount you have paid, a refund will be made within the specified period. Conversely, if you owe more than what you have paid at the time of withdrawal, arrangements must be made to settle the outstanding balance

**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024**

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Electrology (600 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	84	84	61	73%
2024	46	46	33	72%

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

Electrology (600 Hours)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of 150% Graduates	150% Completion Rate
2021	27	27	19	70%
2022	46	32	30	94%
2023	84	84	63	75%
2024	46	46	37	80%

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)

Electrology (600 Hours)

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
2023	84	63	63	55	89%
2024	46	37	37	26	70%

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. Please contact the school directly at info@electrologyacademy.com or call us at 951-987-0034

Gainfully Employed Categories

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed Under 20 Hours Per Week	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field 30-39 Hours Per Week	Graduates Employed in the Over 40 Hours Per Week	Total Graduates Employed in the Field
2023	0	5	14	0	55
2024	6	3	4	3	26

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
2023	22	4	55
2024	8	6	26

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	21	55
2024	15	26

This program may result in freelance or self-employment.

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

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

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
2023	3	55
2024	1	26

Student's Initials: _____ Date: _____

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

License Examinations Passage Rates

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

Electrology (600 Hours)

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
2023	63	60	40	20	67%
2024	37	32	22	10	69%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 1 graduates.

Student's Initials: _____ Date: _____

Only initial 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)

Electrology (600 Hours)

Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$35,001 - \$40,000	No Salary Information Reported
2023	63	55	0	2	2	1	1	32
2024	37	26	1	0	0	0	1	13
			\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$65,000	
2023			1	1	2	2	1	
2024			0	2	1	1	1	
			\$65,001 - \$70,000	\$75,001 - \$80,000	\$90,001 - \$95,000	\$95,001 - \$100,000	Over \$100,000	
2023			3	2	1	1	3	
2024			2	0	1	2	1	

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Student's Initials: _____ Date: _____

Only initial 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 2023: \$10,600.00. Additional charges may be incurred if the program is not completed on-time.

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

Only initial after you have had sufficient time to read and understand the information.

Total Charges for the Program for students completing on-time in 2024: \$10,600.00. Additional charges may be incurred if the program is not completed on-time.

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

Only initial after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Students at California Electrology 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:** _____

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Student Name – Print

Student Signature

Date

School Official

Date

Definitions

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

SEVEN-DAY CANCELLATION: An applicant who provides written notice of cancellation within seven (7) business days, excluding days the school is closed and holidays, of signing the enrollment agreement or attending the first class session, whichever is later, will receive a refund of all monies paid, excluding a \$250 non-refundable registration fee. Notice of cancellation must be submitted in writing directly to the admissions office of California Electrology Academy. This may be done by mail, email, or hand delivery.

WITHDRAWAL PROCEDURE

1. A student choosing to withdraw from the school after the commencement of classes must provide written notice to the Director of the school, Johanne Fortier Gonella. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the anticipated start and end dates. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses seven (7) consecutive instructional days and all of the days are unexcused.
4. All refunds will be issued within 45 days of the determination of the withdrawal date.

REFUND POLICY: After the initial seven-day cancellation period, the institution will provide a pro-rata refund of all funds paid for tuition charges to students who have completed less than 75 percent of the program. Beyond 75% Completion: No refunds will be issued once more than 75 percent of the course has been completed.

Non-Refundable Items:

- Registration Fee: The online registration fee of \$250.00 is non-refundable.
- Equipment and Materials: Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student are not returnable or refundable. Once these items are received, they belong to the student and represent a liability to the student.
- STRF Fee: The Student Tuition Recovery Fund (STRF) fee is non-refundable after the seven-day cancellation period.

Refund Processing: If you are entitled to a refund, the school will issue it within 45 days of receiving your notice of cancellation or your withdrawal date, whichever applies. If the calculated refund exceeds the amount you have paid, a refund will be made within the specified period. Conversely, if you owe more than what you have paid at the time of withdrawal, arrangements must be made to settle the outstanding balance.