



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

**Master of Science in Psychology, Marriage and Family Therapy**  
**Baseline Program Length: 6 Years**

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	7	7	2	100%
2024	26	26	3	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)**

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	7	2	2	2	100%
2024	26	3	3	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. A list of sources used to substantiate employment and salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).



**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**  
**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2023	1	0	2
2024	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2023	2	0	2
2024	0	0	0

**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	0	0



**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2023	0	2
2024	0	0

**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:** \_\_\_\_\_

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

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	2	0	0	0	0
2024	3	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 2 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 employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2023	2	2	0	0	0	1	1
2024	3	0	0	0	0	0	3

A list of sources used to substantiate salary disclosures is available from the school. A list of sources used to substantiate employment and salary disclosures, and other information about graduates, is available from WISR by emailing us at mail@wisr.edu.

**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 2023: \$53,373  
 Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2024: \$61,048  
 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**

Students at Western Institute for Social Research are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

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

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or 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](http://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**

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



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

**CANCELLATION POLICY:** You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund for tuition paid for any days in which you are not enrolled. [Except if you withdraw or cancel within the first month, you will receive a complete refund of all tuition, except for the \$250 enrollment fee.]

**DISTANCE EDUCATION CANCELLATION POLICY:** The student shall have the right to cancel the enrollment agreement and receive a full refund, including the \$50 application fee and the \$200 enrollment fee, within 7 days of the beginning of the agreement or before the first lesson and materials are received, or the first meeting with a faculty member, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the California Code of Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an Online Program, the course session will be held online using Google Education Suite, a Learning Management System. Please see WISR Official Catalogue on Distance Education at <https://www.wisr.edu/catalogue> for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
- An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.



**STUDENT’S RIGHT TO CANCEL:** The student has a right to cancel and obtain a full refund of all monies paid, including the \$50 application fee and the \$200 enrollment fee, through attendance at the first meeting with a WISR faculty person, or the seventh day after enrollment, whichever is later. Such cancellation may be in writing to the President at WISR, 1812 San Pedro Avenue, Berkeley, CA 94707-1909. A Full Refund, including the \$50 application fee and the \$200 enrollment fee, may be obtained by withdrawing within 7 days of the beginning of an enrollment agreement, or at the student’s first instructional session, whichever is later. If a student withdraws after instruction begins and after the seventh day, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except the \$250 enrollment fee.

Notice of cancellation of an Enrollment Agreement may be in writing to WISR’s President, and a withdrawal may also be effectuated by the student's oral notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**PROCESSES FOR WITHDRAWING:** 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. The student will receive a pro-rata refund of any tuition already paid toward days in which he or she will not be enrolled.

**REFUND INFORMATION:** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they are entitled to a full refund of all charges, less \$250. If the student withdraws at the end of the first month or later, they will be refunded tuition on a pro rata per day basis, less the \$250 enrollment fee.

That is, in no case will the student be responsible to pay tuition for days for which they have contracted in the Enrollment Agreement, when they have chosen to withdraw before the end of that period. WISR will also refund money collected for a student’s tuition from a third party on the student’s behalf. Refunds will be paid within 30 days of cancellation or withdrawal. A student who withdraws and wishes to later re-enroll is subject to the policies on Leaves of Absence. 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.

**SAMPLE REFUND CALCULATION:**

Student Enrollment Agreement began November 1, 2021 (and through October 31, 2022)

Days in Agreement: 365

Withdrew: April 1, 2022

Days Enrolled: 151

% Year Enrolled: 151 days divided by 365 days = 41.37%

Tuition owed: \$8,400 x 41.37% = \$3,475.07

If student had paid for six months when they withdrew (6 x 700) = \$4,200

Then the student would have a refund of \$4,200 (what they paid) - \$3,475.07 (pro rata portion for the number of days in the year they were enrolled) = \$724.93



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

**Doctor of Education in Higher Education  
 and Social Change**  
**Baseline Program Length: 6 Years**

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	0	0	0	0%
2024	4	4	0	0%

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
2023	0	1	0	0	0%
2024	4	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. A list of sources used to substantiate employment and salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).



**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**  
**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	0
2024	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2023	0	0
2024	0	0

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: \_\_\_\_\_**

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

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	1	0	0	0	0
2024	0	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: \_\_\_\_\_**

**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.**

Cal-endar Year	Graduates Available for Employment	Graduates Employed In Field	\$20,001 \$25,000	\$25 \$30	\$30 \$35	\$35,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	No Salary Information Reported
2023	0	0	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. A list of sources used to substantiate employment and salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

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

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2023: \$52,973  
 Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2024: \$60,748  
 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**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## **Definitions**

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enrollment agreement, or at the student's first instructional session, whichever is later. If a student withdraws after instruction begins and after the seventh day, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except the \$250 enrollment fee.

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**SAMPLE REFUND CALCULATION:**

Student Enrollment Agreement began November 1, 2021 (and through October 31, 2022)

Days in Agreement: 365

Withdrew: April 1, 2022

Days Enrolled: 151

% Year Enrolled: 151 days divided by 365 days = 41.37%

Tuition owed: \$8,400 x 41.37% = \$3,475.07

If student had paid for six months when they withdrew (6 x 700) = \$4,200

Then the student would have a refund of \$4,200 (what they paid) - \$3,475.07 (pro rata portion for the number of days in the year they were enrolled) = \$724.93



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

**Master of Science in Education  
 and Community Leadership**  
**Baseline Program Length: 4 Years**

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	0	0	0	0
2024	0	0	0	0

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
2023	0	0	0	0	0
2024	0	0	0	0	0

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

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

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	0
2024	0	0



**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2023	0	0
2024	0	0

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

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

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

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

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

**Only initial 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 in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2023	0	NA	0	0	0
2024	0	NA	0	0	0

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: \_\_\_\_\_

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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2023	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. A list of sources used to substantiate employment and salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

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 2023: \$40,732  
 Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2024: \$40,732  
 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.



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**Federal Student Loan Debt**

Students at Western Institute for Social Research are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

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

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or 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](http://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**

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



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

**CANCELLATION POLICY:** You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund for tuition paid for any days in which you are not enrolled. [Except if you withdraw or cancel within the first month, you will receive a complete refund of all tuition, except for the \$250 enrollment fee.]

**DISTANCE EDUCATION CANCELLATION POLICY:** The student shall have the right to cancel the enrollment agreement and receive a full refund, including the \$50 application fee and the \$200 enrollment fee, within 7 days of the beginning of the agreement or before the first lesson and materials are received, or the first meeting with a faculty member, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the California Code of Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an Online Program, the course session will be held online using Google Education Suite, a Learning Management System. Please see WISR Official Catalogue on Distance Education at <https://www.wisr.edu/catalogue> for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
- An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

**STUDENT'S RIGHT TO CANCEL:** The student has a right to cancel and obtain a full refund of all monies paid, including the \$50 application fee and the \$200 enrollment fee, through attendance at the first meeting with a WISR faculty person, or the seventh day after enrollment, whichever is later. Such cancellation may be in writing to the President at WISR, 1812 San Pedro Avenue, Berkeley, CA 94707-1909. A Full Refund, including the \$50 application fee and the \$200 enrollment fee, may be obtained by withdrawing within 7 days of the beginning of an



enrollment agreement, or at the student's first instructional session, whichever is later. If a student withdraws after instruction begins and after the seventh day, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except the \$250 enrollment fee.

Notice of cancellation of an Enrollment Agreement may be in writing to WISR's President, and a withdrawal may also be effectuated by the student's oral notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**PROCESSES FOR WITHDRAWING:** 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. The student will receive a pro-rata refund of any tuition already paid toward days in which he or she will not be enrolled.

**REFUND INFORMATION:** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they are entitled to a full refund of all charges, less \$250. If the student withdraws at the end of the first month or later, they will be refunded tuition on a pro rata per day basis, less the \$250 enrollment fee.

That is, in no case will the student be responsible to pay tuition for days for which they have contracted in the Enrollment Agreement, when they have chosen to withdraw before the end of that period. WISR will also refund money collected for a student's tuition from a third party on the student's behalf. Refunds will be paid within 30 days of cancellation or withdrawal. A student who withdraws and wishes to later re-enroll is subject to the policies on Leaves of Absence. 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.

**SAMPLE REFUND CALCULATION:**

Student Enrollment Agreement began November 1, 2021 (and through October 31, 2022)

Days in Agreement: 365

Withdrew: April 1, 2022

Days Enrolled: 151

% Year Enrolled:  $151 \text{ days} \div 365 \text{ days} = 41.37\%$

Tuition owed:  $\$8,400 \times 41.37\% = \$3,475.07$

If student had paid for six months when they withdrew ( $6 \times 700$ ) = \$4,200

Then the student would have a refund of \$4,200 (what they paid) - \$3,475.07 (pro rata portion for the number of days in the year they were enrolled) = \$724.93