



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

Small Business Accounting & Bookkeeping Training Program

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

THE ACCOUNTING ACADEMY

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CALENDAR YEARS 2024 & 2023

Small Business Accounting & Bookkeeping Training Program
24 Weeks - 432 Clock Hours

Table of Contents

	Page
On-Time Completion Rates (Graduation Rates)	1
Students Completing Within 150% of the Published Program Length.....	1
Job Placement Rates.....	2
Gainfully Employed Categories.....	2
Single Position vs. Concurrent Aggregated Position.....	2
Self-Employed/Freelance Positions.....	3
Institutional Employment.....	3
License Examination Passage Rates.....	3
Salary and Wage Information.....	4
Cost of Educational Program.....	4
Federal Student Loan Debt.....	4
Student and School Official Signature Confirmation.....	5
Definitions.....	6-7
Student Right to Cancel.....	8-9

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**Small Business Accounting & Bookkeeping Training Program
24 Weeks - 432 Clock Hours**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	38	37	37	97%
2024	18	17	17	94%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2023	38	37	0	0
2024	18	17	0	0

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
2023	38	37	25	17	68%
2024	18	17	6	4	67%

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 Director of Education and Admissions.

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	0	17	17
2024	1	3	4

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	17	0	17
2024	4	0	40

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Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	4	17
2024	0	4

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	17
2024	1	4

Student's Initials: _____ Date: _____

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

License Examination Passage Rates

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	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 were unable to collect data from 0 graduates.

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CALENDAR YEARS 2024 & 2023**

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24 Weeks - 432 Clock Hours**

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)
Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$45,001 - \$50,000	\$50,001 - \$55,000	No Salary Information Reported
2023	25	17	0	0	5	12
2024	6	4			3	1

A list of sources used to substantiate salary disclosures is available from the Director of Education and Admission at 858-836-1420.

Student's Initials: _____ Date: _____

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

Cost of Education Program

Total charges for the program for students completing on-time in 2024: \$9,500.
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2023: \$9,500.
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent three-year cohort default rate as reported by the United States Department of Education ¹	The percentage of enrolled students in 2023/2024 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/2024 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.
2023	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's student who were more than 270 days (9 months) behind on their federal student loans within three years.

Student's Initials: _____ Date: _____

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CALENDAR YEARS 2024 & 2023**

**Small Business Accounting & Bookkeeping Training Program
24 Weeks - 432 Clock Hours**

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

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

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education at:
1747 N. Market Blvd. Suite 225
Sacramento, CA 95834. www.bppe.ca.gov
Toll Free telephone number (888) 370-7589 or by fax (916) 263-1897

Student Name - Print

Student Signature

Date

School Official

Date

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

**Small Business Accounting & Bookkeeping Training Program
24 Weeks - 432 Clock Hours**

DEFINITIONS (Page 1 of 2)

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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

**Small Business Accounting & Bookkeeping Training Program
24 Weeks - 432 Clock Hours**

DEFINITIONS (Page 2 of 2)

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

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Small Business Accounting & Bookkeeping Training Program 24 Weeks - 432 Clock Hours

STUDENT'S RIGHT TO CANCEL (Page 1 of 2)

Overview

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

Students Who Receive Federal Student Financial Aid Funds

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

Rejection of Student Applicant

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

School Program Cancellation

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

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

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

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

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

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

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

School Closures

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

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24 Weeks - 432 Clock Hours**

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

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

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

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

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

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

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

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

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

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

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



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Accounts Payable Specialist Program

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023

Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours

Table of Contents

	Page
On-Time Completion Rates (Graduation Rates)	1
Students Completing Within 150% of the Published Program Length.....	1
Job Placement Rates.....	2
Gainfully Employed Categories.....	2
Single Position vs. Concurrent Aggregated Position.....	2
Self-Employed/Freelance Positions.....	3
Institutional Employment.....	3
License Examination Passage Rates.....	3
Salary and Wage Information.....	4
Cost of Educational Program.....	4
Federal Student Loan Debt.....	4
Student and School Official Signature Confirmation.....	5
Definitions.....	6-7
Student Right to Cancel.....	8-9

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CALENDAR YEARS 2024 & 2023**

**Accounts Payable Specialist Program 16 Weeks
288 Clock Hours**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	21	21	21	100%
2024	24	23	23	96%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2023	21	21	0	0
2024	24	23	0	0

Student's Initials: _____ Date: _____

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**Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours**

Job Placement Rates

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	21	21	5	4	80%
2024	24	23	6	5	83%

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 Director of Education and Admissions.

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	0	4	4
2024	0	5	5

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	4	0	4
2024	5	0	5

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**Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours**

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	4
2024	0	5

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	4
2024	0	5

Student's Initials: _____ Date: _____

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

License Examination Passage Rates

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	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 were unable to collect data from 0 graduates.

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CALENDAR YEARS 2024 & 2023
Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)
Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$45,001 - \$50,000	\$50,001 - \$55,000	No Salary Information Reported
2023	4	4	0	0	0	4
2024	6	5			2	3

A list of sources used to substantiate salary disclosures is available from the Director of Education and Admission at 858-836-1420.

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

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

Cost of Education Program

Total charges for the program for students completing on-time in 2024: \$6,500.
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2023: \$6,500.
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent three-year cohort default rate as reported by the United States Department of Education ¹	The percentage of enrolled students in 2023/2024 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/2024 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.
2023	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's student who were more than 270 days (9 months) behind on their federal student loans within three years.

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

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CALENDAR YEARS 2024 & 2023**

**Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours**

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

Student's Initials: _____ Date: _____

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

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

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1747 N. Market Blvd. Suite 225
Sacramento, CA 95834. www.bppe.ca.gov
Toll Free telephone number (888) 370-7589 or by fax (916) 263-1897

Student Name - Print

Student Signature Date

School Official Date

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**Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 1 of 2)

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 2 of 2)

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

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Accounts Payable Specialist Program 16 Weeks - 288 Clock Hours

STUDENT'S RIGHT TO CANCEL (Page 1 of 2)

Overview

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

Students Who Receive Federal Student Financial Aid Funds

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

Rejection of Student Applicant

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

School Program Cancellation

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

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

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

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

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

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

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

School Closures

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

THE ACCOUNTING ACADEMY

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

**Accounts Payable Specialist Program
16 Weeks - 288 Clock Hours**

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

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

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

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

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

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

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

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

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

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

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



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Accounts Receivable Specialist Program

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023

Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours

Table of Contents

	Page
On-Time Completion Rates (Graduation Rates)	1
Students Completing Within 150% of the Published Program Length.....	1
Job Placement Rates.....	2
Gainfully Employed Categories.....	2
Single Position vs. Concurrent Aggregated Position.....	2
Self-Employed/Freelance Positions.....	3
Institutional Employment.....	3
License Examination Passage Rates.....	3
Salary and Wage Information.....	4
Cost of Educational Program.....	4
Federal Student Loan Debt.....	4
Student and School Official Signature Confirmation.....	5
Definitions.....	6-7
Student Right to Cancel.....	8-9

THE ACCOUNTING ACADEMY

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

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	32	31	31	97%
2024	22	21	21	95%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2023	32	31	0	0
2024	22	21	0	0

Student's Initials: _____ Date: _____

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

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

Job Placement Rates

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	32	31	9	8	89%
2024	22	21	12	11	92%

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 Director of Education and Admissions.

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	0	8	8
2024	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
2023	8	0	8
2024	11	0	11

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

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	8
2024	1	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
2023	0	8
2024	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)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	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 were unable to collect data from 0 graduates.

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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)
Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$45,001 - \$50,000	\$50,001 - \$55,000	No Salary Information Reported
2023	8	0	0	0	0	
2024						

A list of sources used to substantiate salary disclosures is available from the Director of Education and Admission at 858-836-1420.

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

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

Cost of Education Program

Total charges for the program for students completing on-time in 2024: \$6,500.
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2023: \$6,500.
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent three-year cohort default rate as reported by the United States Department of Education ¹	The percentage of enrolled students in 2023/2024 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/2024 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.
2023	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's student who were more than 270 days (9 months) behind on their federal student loans within three years.

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

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

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

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

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

Student's Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education at:
1747 N. Market Blvd. Suite 225
Sacramento, CA 95834. www.bppe.ca.gov
Toll Free telephone number (888) 370-7589 or by fax (916) 263-1897

Student Name - Print

Student Signature Date

School Official Date

THE ACCOUNTING ACADEMY

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

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 1 of 2)

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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

**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 2 of 2)

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

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Accounts Receivable Specialist Program 16 Weeks - 288 Clock Hours

STUDENT'S RIGHT TO CANCEL (Page 1 of 2)

Overview

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

Students Who Receive Federal Student Financial Aid Funds

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

Rejection of Student Applicant

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

School Program Cancellation

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

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

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

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

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

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

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

School Closures

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

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**Accounts Receivable Specialist Program
16 Weeks - 288 Clock Hours**

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

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

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

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

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

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

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

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

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

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

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



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Administrative Assistant Program

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

THE ACCOUNTING ACADEMY

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023

Administrative Assistant Program
16 Weeks - 288 Clock Hours

Table of Contents

	Page
On-Time Completion Rates (Graduation Rates)	1
Students Completing Within 150% of the Published Program Length.....	1
Job Placement Rates.....	2
Gainfully Employed Categories.....	2
Single Position vs. Concurrent Aggregated Position.....	2
Self-Employed/Freelance Positions.....	3
Institutional Employment.....	3
License Examination Passage Rates.....	3
Salary and Wage Information.....	4
Cost of Educational Program.....	4
Federal Student Loan Debt.....	4
Student and School Official Signature Confirmation.....	5
Definitions.....	6-7
Student Right to Cancel.....	8-9

THE ACCOUNTING ACADEMY

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

**Administrative Assistant Program
16 Weeks - 288 Clock Hours**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	10	10	10	100%
2024	12	12	12	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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2023	10	10	0	0
2024	12	12	0	0

Student's Initials: _____ Date: _____

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THE ACCOUNTING ACADEMY

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

**Administrative Assistant Program
16 Weeks - 288 Clock Hours**

Job Placement Rates

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	10	10	7	7	100%
2024	12	12	2	2	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 Director of Education and Admissions.

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	0	7	7
2024	0	2	2

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	7	0	7
2024	2	0	2

THE ACCOUNTING ACADEMY

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

**Administrative Assistant Program
16 Weeks - 288 Clock Hours**

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	7
2024	0	2

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	7
2024	0	2

Student's Initials: _____ Date: _____

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

License Examination Passage Rates

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	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 were unable to collect data from 0 graduates.

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023
Administrative Assistant Program
16 Weeks - 288 Clock Hours

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)
Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$45,001 - \$50,000	\$50,001 - \$55,000	No Salary Information Reported
2023	7	7	0	0	0	7
2024	2	2	0	0	0	2

A list of sources used to substantiate salary disclosures is available from the Director of Education and Admission at 858-836-1420.

Student's Initials: _____ Date: _____

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

Cost of Education Program

Total charges for the program for students completing on-time in 2024: \$6,500.
Total charges may be higher for students that do not complete on time.
Total charges for the program for students completing on-time in 2023: \$6,500.
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent three-year cohort default rate as reported by the United States Department of Education ¹	The percentage of enrolled students in 2023/2024 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/2024 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.
2023	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's student who were more than 270 days (9 months) behind on their federal student loans within three years.

Student's Initials: _____ Date: _____

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

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

**Administrative Assistant Program
16 Weeks - 288 Clock Hours**

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

Student's Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Suite 225
Sacramento, CA 95834. www.bppe.ca.gov
Toll Free telephone number (888) 370-7589 or by fax (916) 263-1897

Student Name - Print

Student Signature

Date

School Official

Date

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

**Administrative Assistant Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 1 of 2)

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

THE ACCOUNTING ACADEMY

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

**Administrative Assistant Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 2 of 2)

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

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Administrative Assistant Program 16 Weeks - 288 Clock Hours

STUDENT'S RIGHT TO CANCEL (Page 1 of 2)

Overview

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

Students Who Receive Federal Student Financial Aid Funds

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

Rejection of Student Applicant

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

School Program Cancellation

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

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

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

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

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

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

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

School Closures

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

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Administrative Assistant Program 16 Weeks - 288 Clock Hours

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

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

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

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

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

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

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

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

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

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

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



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Payroll Specialist Program

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023

Payroll Specialist Program
16 Weeks - 288 Clock Hours

Table of Contents

	Page
On-Time Completion Rates (Graduation Rates)	1
Students Completing Within 150% of the Published Program Length.....	1
Job Placement Rates.....	2
Gainfully Employed Categories.....	2
Single Position vs. Concurrent Aggregated Position.....	2
Self-Employed/Freelance Positions.....	3
Institutional Employment.....	3
License Examination Passage Rates.....	3
Salary and Wage Information.....	4
Cost of Educational Program.....	4
Federal Student Loan Debt.....	4
Student and School Official Signature Confirmation.....	5
Definitions.....	6-7
Student Right to Cancel.....	8-9

THE ACCOUNTING ACADEMY

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Telephone: (858) 836-1420 www.theaccountingacademy.com

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

**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	19	19	19	100%
2024	18	18	19	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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2023	19	19	0	0
2024	18	18	0	0

Student's Initials: _____ Date: _____

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

**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

Job Placement Rates

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	19	19	9	9	100%
2024	18	18	9	9	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 Director of Education and Admissions.

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	0	9	9
2024	09		90

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	9	0	9
2024	9	0	9

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

**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	9
2024	0	9

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	9
2024	0	9

Student's Initials: _____ Date: _____

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

License Examination Passage Rates

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	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 were unable to collect data from 0 graduates.

THE ACCOUNTING ACADEMY

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023
Payroll Specialist Program
16 Weeks - 288 Clock Hours

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)
Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$45,001 - \$50,000	\$50,001 - \$55,000	No Salary Information Reported
2023	9	9	0	0	0	9
2024	9	9			1	8

A list of sources used to substantiate salary disclosures is available from the Director of Education and Admission at 858-836-1420.

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

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

Cost of Education Program

Total charges for the program for students completing on-time in 2024: \$6,500.
Total charges may be higher for students that do not complete on time.
Total charges for the program for students completing on-time in 2023: \$7,500.
Total charges may be higher for students that do not complete on time.

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

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

Federal Student Loan Debt

Calendar Year(s)	Most recent three-year cohort default rate as reported by the United States Department of Education ¹	The percentage of enrolled students in 2023/2024 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/2024 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.
2023	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's student who were more than 270 days (9 months) behind on their federal student loans within three years.

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

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

THE ACCOUNTING ACADEMY

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

**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

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

Student's Initials:_____ Date:_____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Suite 225
Sacramento, CA 95834. www.bppe.ca.gov
Toll Free telephone number (888) 370-7589 or by fax (916) 263-1897

Student Name - Print

Student Signature Date

School Official Date

THE ACCOUNTING ACADEMY

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

**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 1 of 2)

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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

**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

DEFINITIONS (Page 2 of 2)

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

THE ACCOUNTING ACADEMY

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Telephone: (858) 836-1420 www.theaccountingacademy.com

Payroll Specialist Program 16 Weeks - 288 Clock Hours

STUDENT'S RIGHT TO CANCEL (Page 1 of 2)

Overview

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

Students Who Receive Federal Student Financial Aid Funds

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

Rejection of Student Applicant

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

School Program Cancellation

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

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

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

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

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

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

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

School Closures

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

THE ACCOUNTING ACADEMY

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**Payroll Specialist Program
16 Weeks - 288 Clock Hours**

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

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

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

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

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

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

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

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

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

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

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



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Tax Preparer/Enrolled Agent Program

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2024 & 2023

THE ACCOUNTING ACADEMY

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2024 & 2023

Tax Preparer/Enrolled Agent Program
16 Weeks - 288 Hours

Table of Contents

	Page
On-Time Completion Rates (Graduation Rates)	1
Students Completing Within 150% of the Published Program Length.....	1
Job Placement Rates.....	2
Gainfully Employed Categories.....	2
Single Position vs. Concurrent Aggregated Position.....	2
Self-Employed/Freelance Positions.....	3
Institutional Employment.....	3
License Examination Passage Rates.....	3
Salary and Wage Information.....	4
Cost of Educational Program.....	4
Federal Student Loan Debt.....	4
Student and School Official Signature Confirmation.....	5
Definitions.....	6-7
Student Right to Cancel.....	8-9

THE ACCOUNTING ACADEMY

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Telephone: (858) 836-1420 www.theaccountingacademy.com

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

**Tax Preparer/Enrolled Agent Program
16 Weeks - 288 Hours**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	0	0	0	0
2024	7	7	7	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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2023	0	0	0	0
2024	7	7	0	0

Student's Initials: _____ Date: _____

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

THE ACCOUNTING ACADEMY

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

**Tax Preparer/Enrolled Agent Program
16 Weeks - 288 Hours**

Job Placement Rates

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	0	0	0	0	0
2024	7	7	3	3	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 Director of Education and Admissions.

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	0	0	0
2024	0	3	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	0	0	0
2024	3	0	3

THE ACCOUNTING ACADEMY

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

**Tax Preparer/Enrolled Agent Program
16 Weeks - 288 Hours**

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	1	3

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	3

Student's Initials: _____ Date: _____

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

License Examination Passage Rates

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Exam	Number Who Failed First Available Exam	Passage Rate
2023	n/a	n/a	n/a	n/a	n/a
2024	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 were unable to collect data from 0 graduates.

THE ACCOUNTING ACADEMY

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

**Tax Preparer/Enrolled Agent Program
16 Weeks - 288 Hours**

Salary and Wage Information

(Includes data for the two calendar years prior to reporting)
Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$30,001 - \$35,000	\$45,001 - \$50,000	\$50,001 - \$55,000	No Salary Information Reported
2023	0	0	0	0	0	0
2024	3	3	0	0	2	1

A list of sources used to substantiate salary disclosures is available from the Director of Education and Admission at 858-836-1420.

Student's Initials: _____ Date: _____

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

Cost of Education Program

Total charges for the program for students completing on-time in 2024: \$6 ,500.

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2023: \$7,500.

Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

Calendar Year(s)	Most recent three-year cohort default rate as reported by the United States Department of Education ¹	The percentage of enrolled students in 2023/2024 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/2024 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.
2023	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's student who were more than 270 days (9 months) behind on their federal student loans within three years.

Student's Initials: _____ Date: _____

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

THE ACCOUNTING ACADEMY

7283 Engineer Road Suite H San Diego CA 92111

Telephone: (858) 836-1420 www.theaccountingacademy.com

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

**Tax Preparer/Enrolled Agent Program
16 Weeks - 288 Hours**

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

Student's Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Suite 225

Sacramento, CA 95834. www.bppe.ca.gov

Toll Free telephone number (888) 370-7589 or by fax (916) 263-1897

Student Name - Print

Student Signature

Date

School Official

Date

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DEFINITIONS (Page 1 of 2)

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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DEFINITIONS (Page 2 of 2)

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

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Tax Preparer/Enrolled Agent Program 16 Weeks - 288 Hours

STUDENT'S RIGHT TO CANCEL (Page 1 of 2)

Overview

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

Students Who Receive Federal Student Financial Aid Funds

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

Rejection of Student Applicant

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

School Program Cancellation

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

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

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

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

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

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

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

School Closures

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

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

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

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

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

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

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

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

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

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

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

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































