

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

Business Office Administration, Certificate of Completion - ( 31 Weeks )

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

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2023          | 10                                       | 10                                | 6                           | 60%                     |
| 2024          | 14                                       | 14                                | 1                           | 7%                      |

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

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

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

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | 150% Graduates | 150% Completion Rate |
|---------------|--|-----------------------------------|----------------|----------------------|
| 2023          | 10                                       | 10                                | 8              | 80%                  |
| 2024          | 14                                       | 14                                | 6              | 43%                  |

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

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### Job Placement Rates

| Calendar Year | Number of Students Who Began the Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--|---------------------|------------------------------------|---------------------------------|--|
| 2023          | 10                                       | 8                   | 6                                  | 5                               | 83%                                    |
| 2024          | 14                                       | 6                   | 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 refer to college catalog or program brochure.

### Gainfully Employed Categories

#### Part-time vs. Full-Time Employment

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2023          | 0   | 5  | 5                                     |
| 2024          | 0   | 5  | 5                                     |

#### Single Position vs. Concurrent Aggregated Position

| Calendar Year | Graduate Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2023          | 5   | 0  | 5                                     |
| 2024          | 5   | 0  | 5                                     |

#### Self-Employed/Freelance Positions

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

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

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### License Examination Passage Rates

| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking Exam | Number Who Passed First Available Exam | Number who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2023          | 8                                    | N/A                             | N/A                                    | N/A                                    | N/A          |
| 2024          | 6                                    | N/A                             | N/A                                    | N/A                                    | N/A          |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 6 graduates.

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

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## Salary and Wage Information

### Annual Salary and Wages Reported for graduates employed in the field

| Calendar Year                             | 2023 | 2024 |
|---|------|------|
| <b>Graduates Available for Employment</b> | 6    | 6    |
| <b>Graduates Employed in Field</b>        | 5    | 5    |
| <b>\$10,001 - \$15,000</b>                | 0    | 0    |
| <b>\$15,001 - \$20,000</b>                | 0    | 0    |
| <b>\$20,001 - \$25,000</b>                | 0    | 0    |
| <b>\$25,001 - \$30,000</b>                | 0    | 0    |
| <b>\$30,001 - \$35,000</b>                | 1    | 0    |
| <b>\$35,001 - \$40,000</b>                | 0    | 0    |
| <b>\$40,001 - \$45,000</b>                | 0    | 0    |
| <b>\$45,001 - \$50,000</b>                | 0    | 0    |
| <b>\$50,001 - \$55,000</b>                | 0    | 0    |
| <b>\$55,001 - \$60,000</b>                | 0    | 0    |
| <b>\$60,001 - \$65,000</b>                | 0    | 0    |
| <b>\$65,001 - \$70,000</b>                | 0    | 0    |
| <b>\$70,001 - \$75,000</b>                | 0    | 0    |
| <b>\$75,001 or More</b>                   | 0    | 0    |
| <b>Salary Not Reported</b>                | 4    | 5    |

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative.

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

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### Cost of Educational Program

Total Charges for the program for students completing on time in 2023: \$18,420

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

Total Charges for the program for students completing on time in 2024: \$18,467

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

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

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### Federal Student Loan Debt

| Calendar Year | Most recent three year cohort default rate, as reported by the United States Department of Education. <sup>1</sup> | The percentage of enrolled students in 2024 and 2023 receiving federal student loans to pay for this program. | The percentage of graduates in 2024 and 2023 who took out federal student loans to pay for this program | The average amount of federal student loan debt of 2024 and 2023 graduates who took out federal student loans at this institution. |
|---------------|--|---|---|--|
| 2023          | 0%   | 92%   | 100%  | \$13,496   |
| 2024          | 0%   | 65%   | 100%  | \$13,078   |

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

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

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

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

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.

My signature below certifies that I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## Definitions

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

- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## STUDENT'S RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable registration fee.

Cancellation of this agreement can occur up to \_\_\_\_\_

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

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

\_\_\_\_\_  
Date