



SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2017 & 2018
 Business Office Administration - Certificate of Completion - (31 Weeks)

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	Graduates	On-Time Completion Rate
2017	37	37	2	5.4%
2018	59	59	14	23.7%

Student's Initials: _____ Date: _____

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

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	37	6	6	5	83.3%
2018	59	18	16	8	50%

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

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
2017	2	3	5
2018	2	6	8

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
2017	5	0	5
2018	6	2	8

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	5
2018	0	8

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
2017	2	0
2018	0	8

Student's Initials: _____ Date: _____

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Licensure Examination Passage Rates (Includes data for the two calendar years prior to reporting)

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Licensure Examination Passage Rates (continually administered examinations)

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

Student's Initials: _____ Date: _____

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Salary and Wage Information (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field
2017	6	5
2018	19	11

Annual Salary and Wages Reported Graduates Employed in the Field							
2017				2018			
Less Than \$20,000	0	\$20,001 - \$25,000	0	Less Than \$20,000	0	\$20,001 - \$25,000	0
\$25,001 - \$30,000	0	\$30,001 - \$35,000	1	\$25,001 - \$30,000	0	\$30,001 - \$35,000	0
\$35,001 - \$40,000	0	\$40,001 - \$45,000	0	\$35,001 - \$40,000	1	\$40,001 - \$45,000	0
\$45,001 - \$50,000	0	\$50,001 - \$55,000	0	\$45,001 - \$50,000	0	\$50,001 - \$55,000	0
\$55,001 - \$60,000	0	\$60,001 - \$65,000	0	\$55,001 - \$60,000	0	\$60,001 - \$65,000	0
\$65,001 - \$70,000	0	\$70,001 - \$75,000	0	\$65,001 - \$70,000	0	\$70,001 - \$75,000	0
\$75,001 or More	0	Salary Not Reported	4	\$75,001 or More	0	Salary Not Reported	10

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: _____

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

Cost of Educational Program

As of 03/01/2018 the total charges for students beginning the program and who complete on-time is:

\$ 14,460.00

Prices may differ for fully online programs. Additional charges may be incurred if the program is not completed 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 State Department of Education.1	The percentage of enrolled students in 2017/18 receiving federal student loans to pay for this program.	The Percentage of graduates in 2017/18 who tool out federal student loans to pay for this program.	The average amount of federal student loan debt of 2017/18 graduates who took out federal student loans at the institution.
2017	19%	100%	\$ 9,400	\$ 13,011
2018	21.4%	53%	\$ 7,927	\$ 13,019

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 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: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 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 and may charge for equipment not returned in a timely manner in good condition.

Cancellation of this agreement can occur up to _____

Student Name - Print

Student Signature

Date