

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

Business Office Administration

Program Length: Clock Hours: 900

30 weeks at 30 hours/wk

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2018	13	13	0	0.00%
2019	22	22	0	0.00%

Student's Initials	: <mark>Date:</mark>	
Initial only after y	ou have had suf	ficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar	Number of Students Who		150% Graduates	150%		
Year	Began the Program	for Graduation		Completion Rate		
2018	13	13	6	46.15%		
2019	22	22	14	63.64%		

Student's Initia	<mark>ls:</mark> Date:	
Initial only after	you have had suf	fficient time to read and understand the information.

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

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
2018	13	6	6	2	33.33%
2019	22	14	14	3	21.43%

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. The list of in-field occupations is included in the Student Catalog Addenda.

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
2018	0	2	2
2019	0	3	3

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	2	0	2
2019	3	0	3

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field			
2018	0	2			
2019	0	3			

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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
2018	0	2
2019	0	3

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

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	0-5000	5001-10,000	0			25,001-30,000	30,001-35,000	35,001-40,000	40,001-45,000	45,001-50,000	No Salary Information Reported
2018	6	2	0	0	0	0	1	0	0	1	0	0	0
2019	14	3	0	0	0	0	_	_	0	_	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	50,001-55,000	55,001-60,000	60,001-65,000	65,001-70,000	70,001-75,000	75,001-80,000	80,001-85,000	85,001-90,000	90,001-95,000	95,001-100,000	100,001+	No Salary Information Reported
2018	6	2	0	0	0	0	0	0	0	0	0	0	0	0
2019	14	3	0	0	0	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school's Admissions Departme	ent.
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Student's Initials	<mark>s:Date:</mark>	
Initial only after	you have had suffic	ent time to read and understand the information.



Cost of Educational Program

Total charges for the program for students completing on-time in 2018: <u>\$11,954</u>. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2019: \$12,954 Total charges may be higher for students that do not complete on time.

Student's Initials:	Date:	
Initial only after vo	ou have had su	ufficient time to read and understand the information.

Federal Student Loan Debt

Calend Year(s		The percentage of enrolled students in 2018/2019 receiving federal student loans to pay for this program.	The percentage of graduates in 2018/2019 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.
2018	14.70%	36.00%	\$6,321	35.21%
2019	15.01%	32.00%	\$5,630	57.78%

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 Initia	<mark>als:</mark>	Date:		_			
Initial only after	r you have	had su	ufficient time to	read and	understand	the informa	ation.

Revised: June 30, 2021

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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	

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-month 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

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the 10th day after enrollment, whichever is later. The student must notify the respective Center Admissions/Financial Aid staff or Director of his/her decision to cancel.

Acknowledgement of Receipt	
Student Name (Please Print)	Student ID Number (SID)
Student Signature	Date

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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

Green Building Construction Skills

Program Length: Clock Hours: 900

30 weeks at 30 hours/wk

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2018	19	19	0	0.00%
2019	13	13	0	0.00%

Student's Initials:	<mark>Date:</mark> _				
Initial only after you hav	e had suffi	icient time to	read and	understand t	the information.

Students Completing Within 150% of the Published Program Length

Calendar	Number of Students Who		150% Graduates	150%
Year	Began the Program	for Graduation		Completion Rate
2018	19	19	11	57.89%
2019	13	13	5	38.46%

Student's Initials:		
Initial only after ve	ou have had suf	ficient time to read and understand the information.

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

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
2018	19	11	11	4	36.36%
2019	13	5	5	1	20.00%

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

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
2018	0	4	4
2019	0	1	1

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	4	0	4
2019	1	0	1

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	4
2019	0	1

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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
2018	0	4
2019	0	1

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
N/A	N/A	N/A	N/A	N/A	N/A	N/A
ollect data from	graduates.	ita is not available	`	gency administering	the examination. We	e are unable



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

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	0-5000	5001-10,000	0			25,001-30,000	30,001-35,000	35,001-40,000	40,001-45,000	45,001-50,000	No Salary Information Reported
2018	11	4	0	0	0	0	1	0	2	0	0	0	0
2019	5	1	0	0	0	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	50,001-55,000	55,001-60,000	60,001-65,000	65,001-70,000	70,001-75,000	75,001-80,000	80,001-85,000	85,001-90,000	90,001-95,000	95,001-100,000	100,001+	No Salary Information Reported
2018	11	4	0	0	0	0	0	0	0	0	0	1	0	0
2019	5	1	1	0	0	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salar	v disclosures is available from	the school's Admissions D	enartment
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Student's Initials	:Date:	
Initial only after	you have had suffic	ent time to read and understand the information.



Cost of Educational Program

Total charges for the program for students completing on-time in 2018: <u>\$11,954</u>. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2019: \$12,954 Total charges may be higher for students that do not complete on time.

Student's Initials:	Date:	
Initial only after vo	ou have had su	ufficient 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 State Department of Education.1	The percentage of enrolled students in 2018/2019 receiving federal student loans to pay for this program.	The percentage of graduates in 2018/2019 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.
2018	14.70%	41.00%	\$6,658	50.30%
2019	15.01%	28.22%	\$6,832	32.92%

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 Initia	<mark>ls:</mark>	Date:					
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Student Name – Print		
Student Signature	Date	
School Official	Date	

Definitions

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- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
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 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
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STUDENT'S RIGHT TO CANCEL

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Acknowledgement of Receipt	
Student Name (<i>Please Print</i>)	Student ID Number (SID)
Student Signature	Date



SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

Medical Assistant

Program Length: Clock Hours: 900

30 weeks at 30 hours/wk; 36 weeks at 25 hours/wk

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2018	92	92	0	0.00%
2019	74	74	0	0.00%

Student's Initials	: <mark>Date:</mark>	
Initial only after y	ou have had suf	ficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150%
TCai	Degan the Frogram	Tor Graduation		Completion Rate
2018	92	92	54	58.70%
2019	74	74	39	52.70%

Student's Initials:		
Initial only after ve	ou have had suf	ficient time to read and understand the information.

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

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
2018	92	54	54	24	44.44%
2019	74	39	39	13	33.33%

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. The list of in-field occupations is included in the Student Catalog Addenda.

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

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
2018	0	24	24
2019	0	13	13

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	24	0	24
2019	13	0	13

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	24
2019	0	13

Revised: June 30, 2021

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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
2018	0	24
2019	0	13

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
N/A	N/A	N/A	N/A	N/A	N/A	N/A
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Revised: June 30, 2021

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

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	0-2000	5001-10,000	0	15,001-20,000		25,001-30,000	30,001-35,000		40,001-45,000	45,001-50,000	No Salary Information Reported
2018	54	24	0	0	0	_	4	7	4	8	0	0	0
2019	39	13	0	0	0	0	3	4	4	_	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	50,001-55,000	55,001-60,000	60,001-65,000	65,001-70,000	70,001-75,000	75,001-80,000	80,001-85,000	85,001-90,000	90,001-95,000	95,001-100,000	100,001+	No Salary Information Reported
2018	54	24	0	0	0	0	0	0	0	0	0	0	0	0
2019	39	13	0	0	0	_	0	0	0	0	0	0	0	0

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Student's Initials	:Date:		
Initial only after y	ou have had suffici	ent time to read and understand the	e information.

Revised: June 30, 2021

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Cost of Educational Program

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Student's Initials:	Date:	
Initial only after ve	ou have had si	ufficient 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 State Department of Education. ¹	The percentage of enrolled students in 2018/2019 receiving federal student loans to pay for this program.	The percentage of graduates in 2018/2019 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.
2018	14.70%	59.00%	\$6,613	61.17%
2019	15.01%	41.09%	\$6,026	81.25%

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 Initia	<mark>ls:</mark>	Date:					
Initial only afte	r you have	had su	ufficient time to	read and	understand	the informat	tion.

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Student Name – Print		
Student Signature	Date	
	_	
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Acknowledgement of Receipt		
Student Name (Please Print)	Student ID Number (SID)	
Student Signature	Date	_

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SCHOOL PERFORMANCE FACT SHEET **CALENDAR YEARS 2018 & 2019**

Truck Driver

Program Length: Clock Hours: 630

21 weeks at 30 hours/wk

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2018	13	13	0	0.00%
2019	12	12	0	0.00%

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	13	13	10	76.92%
2019	12	12	10	83.33%

Student's Initi	<mark>als:</mark>	_ <mark>Date:</mark>	
Initial only after	er you have ha	ad sufficient time to read and understand the information	ation.



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

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
2018	13	10	10	10	100.00%
2019	12	10	10	5	50.00%

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. The list of in-field occupations is included in the Student Catalog Addenda.

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

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
2018	0	10	10
2019	0	5	5

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	10	0	10
2019	5	0	5

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	10
2019	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
2018	0	10
2019	0	5

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

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	0-5000	5001-10,000	0						40,001-45,000	45,001-50,000	No Salary Information Reported
2018	10	10	0	0	0	0	1	1	2	0	3	0	0
2019	10	5	0	0	0	0	0	0	_	0	2	1	0

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	50,001-55,000	55,001-60,000	60,001-65,000	65,001-70,000	70,001-75,000	75,001-80,000	80,001-85,000	85,001-90,000	90,001-95,000	95,001-100,000	100,001+	No Salary Information Reported
2018	10	10	2	0	1	0	0	0	0	0	0	0	0	0
2019	10	5	1	0	0	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school's Admissions Departme	ent.
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Student's Initials	:Date:	
Initial only after y	ou have had suffici	ient time to read and understand the information.



Cost of Educational Program

Total charges for the program for students completing on-time in 2018: <u>\$11,333</u>. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2019: \$12,333 Total charges may be higher for students that do not complete on time.

Student's Initials:	<mark>Date:</mark>	
Initial only after ve	nu have had si	ufficient 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 State Department of Education.1	The percentage of enrolled students in 2018/2019 receiving federal student loans to pay for this program.	The percentage of graduates in 2018/2019 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.
2018	14.70%	34.00%	\$5,879	34.78%
2019	15.01%	45.51%	\$6,091	18.71%

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 Initia	<mark>lls:</mark>	Date:					
Initial only after	r you have	had su	ufficient time to	read and	understand	the informa	ation.



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	

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-month 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

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the 10th day after enrollment, whichever is later. The student must notify the respective Center Admissions/Financial Aid staff or Director of his/her decision to cancel.

Acknowledgement of Receipt	
Student Name (<i>Please Print</i>)	Student ID Number (SID)
Student Signature	Date