



**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2016 & 2017**

Healthcare Office Specialist (45 WEEKS)

On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	3	2	2	67%
2017	0	0	0	0

Student 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
2016	3	2	2	2	100%
2017	0	0	0	0	0

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

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. This information is posted in the Career Services Office at the campus.



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
2016	0	2	2
2017	0	0	0

Single Position vs. Concurrent Aggregated Positions

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
2016	2	0	2
2017	0	0	0

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	2
2017	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	2
2017	0	0

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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	\$15,001	\$25,001	\$30,001	\$35,001	No Salary Information Reported
			- \$25,000	- \$30,000	- \$35,000	- \$50,000	
2016	2	2	0	1	0	0	1
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Students can obtain this information from the Campus President by requesting the information in writing.

Student Initials: _____ Date: _____
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Cost of Educational Program

Total charges for the program for students completing on-time in 2017: \$18,200. Additional charges may be incurred if the program is not completed on time.

Student Initials: _____ Date: _____
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Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United States Department of Education. ¹	The percentage of enrolled students in 2017 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2017 graduates who took out federal student loans at this institution	The percentage of graduates in 2017 with federal student loans as calculated by the institution.
16.6%	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 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 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

By signing this document electronically, I certify that the information above was provided by me and I certify that my electronic signature used on this document is a legally binding equivalent to my handwritten signature.

Student Name – Print

Signature of Student Date

Parent/Legal Guardian Date
(applicants under 18)

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

Cancellation will occur

1. When a student does not attend the first day of class – “No Show”, OR
2. When the student gives written notice of cancellation to the school at the address specified in the agreement by the first class session, or the seventh day after enrollment, whichever is later. A cancellation request can be initiated by the student or the school. If the institution cancels a program, a full refund will be issued to the enrolled student(s) at the time of the cancellation. The institution will refund any consideration paid by the student. Any refunds then due will be made within 45 days following the date of determination. The institution has the unilateral right to cancel a student who is determined to have not met admissions eligibility or who has not been truthful in his or her application for admission and the institution shall be relieved of any and all obligations to the student.