

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Integrative Massage & Bodywork Practitioner - 550 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
2019	28	28	12	43%
2020	23	23	5	22%

Students 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	Number of 150% Graduates	150% Completion Rate
2019	28	28	1	4%
2020	23	23	1	4%

Students 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
2019	28	13	13	5	42%
2020	23	6	6	1	20%

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. Students may obtain this information by contacting info@mylei.org

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
2019	0	0	5
2020	0	0	1

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
2019	3	2	5
2020	1	1	1

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	5	5
2020	1	1

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
2019	0	5
2020	0	1

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Students Initials _____ **Date** _____

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

IPSB at LIFE ENERGY INSTITUTE STUDENTS TO TAKE EXAMS FOR LICENSING

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

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
2019	28	N/A	N/A	N/A	N/A
2020	23	N/A	N/A	N/A	N/A

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	Available for Employment	Employed in the Field	Less than \$20,000	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	No Salary Information Reported
2019	13	5	5	0	0	0	0	0	0
2020	6	1	1	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this information, contact the school at info@mylei.org

Student Initials _____ Date _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2018: \$8775.00
 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: \$8775.00
 Total charges may be higher for students that do not complete on-time.

Student Initials _____ Date _____

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

Federal Student Loan Debt

Students of IPSB at Life Energy Institute 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 Initials _____ Date _____
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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to 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's Name (Print)

Student's Name (Signature)

Date

School Official (Signature)

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

The student has 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. The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines: Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within forty-five (45) days of the formal cancellation date.

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Integrative Therapeutic Bodywork Practitioner/Integrative Energetic Bodywork Practitioner
550 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
2019	5	5	3	60%
2020	23	23	0	0%

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	5	5	0	0%
2020	23	23	0	0%

Students 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
2019	5	3	3	1	33%
2020	23	0	0	0	0%

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. Students may obtain this information by contacting info@mylei.org

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
2019	0	0	0
2020	0	0	0

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
2019	1	0	1
2020	0	0	0

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	0
2020	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
2019	0	0
2020	0	0

Students Initials _____ Date _____
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- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Students Initials _____ Date _____
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IPSB at LIFE ENERGY INSTITUTE STUDENTS ARE NOT REQUIRED TO TAKE EXAMS FOR LICENSING

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

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
2019	5	N/A	N/A	N/A	N/A
2020	0	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 # graduates

Student Initials _____ Date _____

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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	Available for Employment	Employed in the Field	Less than \$20,000	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	No Salary Information Reported
2019	5	1	1	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this information, contact the school at info@mylei.org

Student Initials _____ Date _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2018: \$8775

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: \$8904

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

Student Initials _____ Date _____

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Federal Student Loan Debt

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Student Initials _____ **Date** _____

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Student's Name (Print)

Student's Name (Signature)

Date

School Official (Signature)

Date

Definitions

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- “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.
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- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
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- “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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STUDENT'S RIGHT TO CANCEL

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019, & 2020

Integrative Craniosacral Unwinding - 241 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
2019	6	6	4	67%
2020	17	17	5	29%

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	6	6	0	0%
2020	17	17	0	0%

Students 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
2019	6	4	4	2	50%
2020	17	5	5	1	20%

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. Students may obtain this information by contacting info@mylei.org

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
2019	0	0	0
2020	0	0	0

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
2019	2	0	2
2020	1	0	0

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	2	2
2020	1	1

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
2019	0	2
2020	0	1

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
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Students Initials _____ Date _____

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IPSB at LIFE ENERGY INSTITUTE STUDENTS TO TAKE EXAMS FOR LICENSING

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

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
2019	N/A	N/A	N/A	N/A	N/A
2020	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 are unable to collect data from # graduates

Student Initials _____ Date _____

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

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

Calendar Year	Available for Employment	Employed in the Field	Less than \$20,000	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	No Salary Information Reported
2019	4	2	1	0	0	0	0	1	0
2020	1	1	0	0	1	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this information, contact the school at info@mylei.org

Student Initials _____ Date _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2018: \$3399

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: \$3424.20

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

Student Initials _____ Date _____

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Federal Student Loan Debt

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Student's Name (Print)

Student's Name (Signature)

Date

School Official (Signature)

Date

Definitions

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STUDENT'S RIGHT TO CANCEL

The student has 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. The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines: Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within forty-five (45) days of the formal cancellation date.

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Registered Polarity Practitioner - 521 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
2019	0	0	0	0%
2020	0	0	0	0%

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	0	0	0	0%
2020	0	0	0	0%

Students 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
2019	0	0	0	0	0
2020	0	0	0	0	0

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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
2019	0	0	0
2020	0	0	0

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
2019	0	0	0
2020	0	0	0

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	0	0
2020	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
2019	0	0
2020	0	0

Students Initials _____ Date _____

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- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
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- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Students Initials _____ Date _____

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

IPSB at LIFE ENERGY INSTITUTE STUDENTS ARE NOT REQUIRED TO TAKE EXAMS FOR LICENSING

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 Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	N/A	N/A	N/A	N/A	N/A
2020	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 are unable to collect data from # graduates

Student Initials _____ Date _____

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

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	Available for Employment	Employed in the Field	Less than \$20,000	\$20,000 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	No Salary Information Reported
2019	0	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this information, contact the school at info@mylei.org

Student Initials _____ Date _____

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

Cost of Educational Program

Total charges for the program for students completing on-time in 2018: \$10,525
 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: \$10,558
 Total charges may be higher for students that do not complete on-time.

Student Initials _____ Date _____

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

Federal Student Loan Debt

Students of IPSB at Life Energy Institute 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 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 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's Name (Print)

Student's Name (Signature)

Date

School Official (Signature)

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

The student has 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. The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines: Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within forty-five (45) days of the formal cancellation date.