

## School Performance Fact Sheet 2021-2022

### Educational Program: EMT

Student's Name: \_\_\_\_\_  
EMT Academy# \_\_\_\_\_

#### On-Time Completion Rates (Graduation Rates)

*Emergency Medical Technician (EMT) Program (170 Hours)*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	On-Time Graduates	On-Time Completion Rate
2022	634	540	540	100%
2021	712	647	647	100%

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

#### Job Placement Rates (US DOL Occupational Classification Code 29-2041)

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
2022	634	540	436	370	85%
2021	712	647	486	329	68%

\* 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. To obtain this list, please ask an institutional representative where to view this list.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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#### Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

*Part-Time vs. Full-Time*

Calendar Year	Graduate Employed in The Field 20-29 Hours Per Week	Graduate Employed in The Field At Least 30 Hours Per Week	Total Graduates Employed in The Field
2022	57	313	370
2021	Data Not Available	Data Not Available	329

*Single Position vs. Concurrent Aggregated Position*

Calendar Year	Graduate Employed in The Field in A Single Position	Graduate Employed in The Field in Concurrent Aggregated Positions	Total Graduates Employed in The Field
2022	367	3	370
2021	327	0	329

*Self Employed/Freelance Positions*

Calendar Year	Graduate Employed who are Self- Employed or working Freelance	Total Graduates Employed in The Field
2022	0	370
2021	0	329

**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 in the institution	Total Graduates Employed in The Field
2022	57	370
2021	75	329

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**License Examination Passage Rates**

Calendar Year	Number of Graduates in A Calendar Year	Number of Students Taking Exam	Number Who Passed First Available Exam.	Number Who Failed First Available Exam	Passage Rate %
2022	540	475	432	43	91%
2021	647	575	512	63	89%

*Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.*

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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**Salary and wage information**

Calendar Year	Graduates Available for Employment	Graduates Employed in The Field	>30,000	30,001–35,000	35,001–40,000	40,001–45,000	45,001–50,000	50,001–55,000	55,001–60,000	<60,001	Student not Reporting Salary
2022	436	370	9	0	14	38	65	9	4	12	218
2021	486	329	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available		329

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

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the Emergency Medical Technician program for students completing on- time in 2022: \$2,560.00 Additional charges may be incurred if program is not completed on time.

*Total charges for the Emergency Medical Technician program for students completing on- time in 2021: \$2,550.00. Additional charges may be incurred if program is not completed on time.*

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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**Student Loan Information**

Students at Bay Area Training Academy 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.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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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 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897.

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 Signature

\_\_\_\_\_  
Date

## **STUDENT'S RIGHT TO CANCEL**

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or seventh day after enrollment whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

## **CANCELLATION REFUND POLICY**

An applicant who provides written notice of cancellation within seven (7) days of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the non-refundable registration fee.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid. Other Cancellations: An applicant requesting cancellation more than seven (7) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less the \$550.00 non-refundable registration fee.

## **Withdrawal Procedure:**

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.

## Definitions

- 1) “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.
- 2) “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.
- 3) “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.
- 4) “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- 5) “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6) “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.
- 7) “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- 8) “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.
- 9) “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.
- 10) “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.
- 11) “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- 12) “First Available Exam Date” is the date for the first available exam after a student completed a program.
- 13) “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.
- 14) “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15) “Salary” is as reported by graduate or graduate’s employer.
- 16) “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## School Performance Fact Sheet 2021-2022

### Educational Program: CPR

Student's Name: \_\_\_\_\_

EMT Academy# \_\_\_\_\_

#### On-Time Completion Rates (Graduation Rates)

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

##### *CPR Program (4 Hours)*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	On-Time Graduates	On-Time Completion Rate
2022	244	244	244	100%
2021	435	435	435	100%

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

#### Job Placement Rates (US DOL Occupational Classification Code 29-2041)

(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
2022	244	244	0	0	0%
2021	435	435	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. To obtain this list, please ask an institutional representative where to view this list.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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#### Gainfully Employed Categories

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

##### *Part-Time vs. Full-Time*

Calendar Year	Graduate Employed in The Field 20-29 Hours Per Week	Graduate Employed in The Field At Least 30 Hours Per Week	Total Graduates Employed in The Field
2022	0	0	0
2021	0	0	0

##### *Single Position vs. Concurrent Aggregated Position*

Calendar Year	Graduate Employed in The Field in A Single Position	Graduate Employed in The Field in Concurrent Aggregated Positions	Total Graduates Employed in The Field
2022	0	0	0
2021	0	0	0

##### *Self Employed/Freelance Positions*

Calendar Year	Graduate Employed who are Self-Employed or working Freelance	Total Graduates Employed in The Field
2022	0	0
2021	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 in the institution	Total Graduates Employed in The Field
2022	0	0
2021	0	0

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

**License Examination Passage Rates**

*\*Not a state licensing agency requiring examination*

Students 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)

Calendar Year	Graduates Available for Employment	Graduates Employed in The Field	>30,000	30,001-35,000	35,001-40,000	40,001-45,000	45,001-50,000	50,001-55,000	55,001-60,000	Student not Reporting Salary
2022	0	0	0	0	0	0	0	0	0	0
2021	0	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 list, please ask an institutional representative where to view this list.*

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

**Cost of Educational Program**

Total charges for the Emergency Medical Technician program for students completing on- time in and 2022 and 2021: \$80.00 Additional charges may be incurred if program is not completed on time.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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**Student Loan Information**

Students at Bay Area Training Academy 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.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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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 Signature

\_\_\_\_\_  
Date



## **STUDENT'S RIGHT TO CANCEL**

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or seventh day after enrollment whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

## **CANCELLATION REFUND POLICY**

An applicant who provides written notice of cancellation within seven (7) days of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the non-refundable registration fee.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid. Other Cancellations: An applicant requesting cancellation more than seven (7) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less the \$80.00 non-refundable registration fee.

## **Withdrawal Procedure:**

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.

## Definitions

- 1) “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.
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- 7) “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- 8) “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.
- 9) “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.
- 10) “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.
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- 14) “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15) “Salary” is as reported by graduate or graduate’s employer.
- 16) “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## School Performance Fact Sheet 2021-2022

### Educational Program: CPR Renewal

Student's Name: \_\_\_\_\_

EMT Academy# \_\_\_\_\_

#### On-Time Completion Rates (Graduation Rates)

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

##### *CPR Renewal Program (4 Hours)*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	On-Time Graduates	On-Time Completion Rate
2022	0	0	0	100%
2021	0	0	0	100%

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

#### Job Placement Rates (US DOL Occupational Classification Code 29-2041)

(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
2022	0	0	0	0	0%
2021	0	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. To obtain this list, please ask an institutional representative where to view this list.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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#### Gainfully Employed Categories

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

##### *Part-Time vs. Full-Time*

Calendar Year	Graduate Employed in The Field 20-29 Hours Per Week	Graduate Employed in The Field At Least 30 Hours Per Week	Total Graduates Employed in The Field
2022	0	0	0
2021	0	0	0

##### *Single Position vs. Concurrent Aggregated Position*

Calendar Year	Graduate Employed in The Field in A Single Position	Graduate Employed in The Field in Concurrent Aggregated Positions	Total Graduates Employed in The Field
2022	0	0	0
2021	0	0	0

##### *Self Employed/Freelance Positions*

Calendar Year	Graduate Employed who are Self-Employed or working Freelance	Total Graduates Employed in The Field
2022	0	0
2021	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 in the institution	Total Graduates Employed in The Field
2022	0	0
2021	0	0

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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**License Examination Passage Rates**

*\*Not a state licensing agency requiring examination*

Students 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 The Field	>30,000	30,001–35,000	35,001–40,000	40,001–45,000	45,001–50,000	50,001–55,000	55,001–60,000	Student not Reporting Salary
2022	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0

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Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the Emergency Medical Technician program for students completing on- time in 2022 and 2021: \$80.00. Additional charges may be incurred if program is not completed on time.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

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Student Signature

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3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.

## Definitions

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- 6) “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.
- 7) “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- 8) “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.
- 9) “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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- 13) “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.
  
- 14) “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15) “Salary” is as reported by graduate or graduate’s employer.
- 16) “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## School Performance Fact Sheet 2021-2022

### Educational Program: EMT Refresher

Student's Name: \_\_\_\_\_  
EMT Academy# \_\_\_\_\_

#### On-Time Completion Rates (Graduation Rates)

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

*EMT Refresher Program (24 Hours)*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	On-Time Graduates	On-Time Completion Rate
2022	0	0	0	0
2021	0	0	0	0

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

#### Job Placement Rates (US DOL Occupational Classification Code 29-2041)

(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
2022	0	0	0	0	0
2021	0	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. To obtain this list, please ask an institutional representative where to view this list.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

#### Gainfully Employed Categories

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

*Part-Time vs. Full-Time*

Calendar Year	Graduate Employed in The Field 20-29 Hours Per Week	Graduate Employed in The Field At Least 30 Hours Per Week	Total Graduates Employed in The Field
2022	0	0	0
2021	0	0	0

*Single Position vs. Concurrent Aggregated Position*

Calendar Year	Graduate Employed in The Field in A Single Position	Graduate Employed in The Field in Concurrent Aggregated Positions	Total Graduates Employed in The Field
2022	0	0	0
2021	0	0	0

*Self Employed/Freelance Positions*

Calendar Year	Graduate Employed who are Self-Employed or working Freelance	Total Graduates Employed in The Field
2022	0	0
2021	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 in the institution	Total Graduates Employed in The Field
2022	0	0
2021	0	0

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

**License Examination Passage Rates**

*\*Not a state licensing agency requiring examination*

Students 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)

Calendar Year	Graduates Available for Employment	Graduates Employed in The Field	>30,000	30,001–35,000	35,001–40,000	40,001–45,000	45,001–50,000	50,001–55,000	55,001–60,000	Student not Reporting Salary
2022	0	0	0	0	0	0	0	0	0	0
2021	0	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 list, please ask an institutional representative where to view this list.*

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

**Cost of Educational Program**

Total charges for the Emergency Medical Technician program for students completing on- time in 2022, 2021: \$333.00. Additional charges may be incurred if program is not completed on time.

Students Initials \_\_\_\_\_ Date \_\_\_\_\_

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

**Student Loan Information**

Students at Bay Area Training Academy 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.

Students 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 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), P: 888.370.7589 or 916.431.6959, F: 916.263.1897.

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 Signature

\_\_\_\_\_  
Date

## **STUDENT'S RIGHT TO CANCEL**

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or seventh day after enrollment whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

## **CANCELLATION REFUND POLICY**

An applicant who provides written notice of cancellation within seven (7) days of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the non-refundable registration fee.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid. Other Cancellations: An applicant requesting cancellation more than seven (7) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less the \$334.00 non-refundable registration fee.

## **Withdrawal Procedure:**

1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.

## Definitions

- 1) “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.
- 2) “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.
- 3) “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.
- 4) “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- 5) “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6) “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.
- 7) “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- 8) “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.
- 9) “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.
- 10) “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.
- 11) “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- 12) “First Available Exam Date” is the date for the first available exam after a student completed a program.
- 13) “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.
- 14) “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15) “Salary” is as reported by graduate or graduate’s employer.
- 16) “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.