

GOLDEN GATE LANGUAGE SCHOOLS

4425 Fortran Drive, Suite 100 • San Jose, California 95134-2300 • USA
 Phone 1 (408) 374-9954 • www.goldengatelanguage.com

Institution/School Code 4305851

**SCHOOL PERFORMANCE FACT SHEET
 2016 & 2017 Calendar Years**

Intensive English Program Full-Time

On-Time Completion Rates (Graduation Rates)

Full-time courses are 4.5 – 6 hours/day. Each student’s course length is determined by the student. To graduate, each student must finish his or her chosen course length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	72	70	67	96%
2017	70	63	61	97%

Students are entitled to a list of the sources of information used to substantiate the completion rates. To obtain this list, please ask an institutional representative where to view this list.

Student’s Initials _____ Date _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Students Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	72	67	0	0	0
2017	70	61	0	0	0

This program does not lead to employment

**Gainfully Employed Categories
 Part-Time vs. Full Time Employment**

Calendar Year	Graduate 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	0	0
2017	0	0	0

This institution does not place students in jobs.

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
2016	0	0	0
2017	0	0	0

This program does not lead to employment

Self-Employed/ Freelance Positions

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

This program does not lead to employment

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	0
2017	0	0

This program does not lead to employment

Student's Initials _____ Date _____

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

License Examination Passage Rates

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
2016	67	0	0	0	0
2017	61	0	0	0	0

This program does not require state license examinations

Student's Initials _____ Date _____

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

Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001-\$25,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

This program does not lead to employment

Student's Initials _____ Date _____

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

Cost of Educational Program

Total Charges for the 12-month program for students completing on-time in 2017: \$12,700-16,900
Additional charges may be incurred if the program is not completed on-time.

Student's Initials _____ Date _____

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Federal Student Loan Debt

Students at Golden Gate Language Schools are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student's 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 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 numbers (888) 370-7589 or by fax (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 Signature

Name Printed

Date

School Official Signature

Name Printed

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

- You have the right to cancel the Enrollment Agreement and get a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250), if the notice of cancellation is made prior to or on the first day of instruction or the seventh day after enrollment whichever is later.
- Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the first page of this Agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

WITHDRAWAL FROM THE PROGRAM

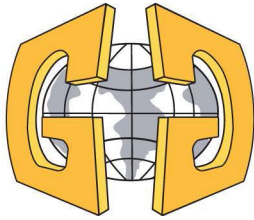
- You may withdraw from the program at any time. The refund policy below will be used to calculate your refund based on your last date of attendance (LDA).
- Failure to comply with school policies such as attendance or academic progress can result in automatic withdrawal. If it becomes necessary for the school to automatically withdraw you from our program, the refund policy below will be used to calculate your refund based on your last date of attendance (LDA).

REFUND POLICY

- Your period of financial obligation (same as Period of Enrollment) is indicated on your Enrollment Agreement.
- You may withdraw from the program through 60.0% of your period of financial obligation and receive a prorated refund for the unused portion of the tuition.
- After you study for more than 60.0% of your period of financial obligation, no refund is available.
- Prorated refunds are calculated by the day based on your last day of attendance. The prorated daily refund rate is the total amount you paid for the period of financial obligation divided by the number of class days within the period of financial obligation.
- Refunds will be paid within 30 calendar days of the date of determination (DOD) or last date of attendance (LDA).

For example:

- If you enrolled and paid for 6 sessions or 24 weeks of study (120 class days of financial obligation), you could withdraw and receive a prorated refund through the 3.6 sessions or 14.4 weeks of study (72 class days of financial obligation). After you attended more than 60.0% of your financial obligation, there would be no refund available ($72 \div 120 = 60.8\%$ which is over 60.0% of period of financial obligation).
- If after your original 6-sessions you extended your studies for 1 additional session and paid tuition for 4 weeks (20 class days of financial obligation), you could withdraw and receive a prorated refund through the 12th class day of financial obligation. After the 13th class day, there would be no refund available ($13 \div 20 = 65\%$ which is over 60.0% of period of financial obligation).
- Refunds can only be paid to the person or company from whom the funds originated and in the form of the original payment. Agency students: should you shorten your period of enrollment or period of financial obligation, please also contact your agency.
- If the school cancels or discontinues a course or educational program in which you are enrolled before your start date, the school will make a full refund of all charges paid for that program. If the school cancels or discontinues a course or educational program in which you are enrolled after your start date, the school will make a full refund of all unused charges paid for that program.



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SCHOOL PERFORMANCE FACT SHEET 2016 & 2017 Calendar Years

Intensive English Program Part-Time

On-Time Completion Rates

Part-time courses are 1.5 – 3 hours/day. Each student's course length is determined by the student. To graduate, each student must finish his or her chosen course length.

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Number of On-Time Graduates ³	On-Time Completion Rate ⁴
2016	119	119	113	95%
2017	111	110	108	98%

Students are entitled to a list of the sources of information used to substantiate the completion rates. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials _____ Date _____

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Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Students Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	119	113	0	0	0
2017	111	108	0	0	0

This program does not lead to employment

Gainfully Employed Categories

Part-Time vs. Full Time Employment

Calendar Year	Graduate 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	0	0
2017	0	0	0

This program does not lead to employment

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
2016	0	0	0
2017	0	0	0

This program does not lead to employment

Self-Employed/ Freelance Positions

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

This program does not lead to employment

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	0
2017	0	0

This program does not lead to employment

Student's Initials _____ **Date** _____

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License Examination Passage Rates

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
2016	113	0	0	0	0
2017	108	0	0	0	0

This program does not require state license examinations

Student's Initials _____ **Date** _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

This program does not lead to employment

Student's Initials _____ **Date** _____

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Cost of Educational Program

Total Charges for the 12-month program for students completing on-time in 2017: \$4,980-9,720
Additional charges may be incurred if the program is not completed on-time.

Student's Initials _____ **Date** _____

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Federal Student Loan Debt

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- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

WITHDRAWAL FROM THE PROGRAM

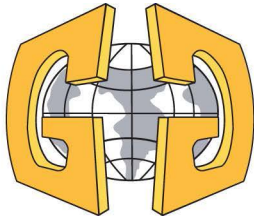
- You may withdraw from the program at any time. The refund policy below will be used to calculate your refund based on your last date of attendance (LDA).
- Failure to comply with school policies such as attendance or academic progress can result in automatic withdrawal. If it becomes necessary for the school to automatically withdraw you from our program, the refund policy below will be used to calculate your refund based on your last date of attendance (LDA).

REFUND POLICY

- Your period of financial obligation (same as Period of Enrollment) is indicated on your Enrollment Agreement.
- You may withdraw from the program through 60.0% of your period of financial obligation and receive a prorated refund for the unused portion of the tuition.
- After you study for more than 60.0% of your period of financial obligation, no refund is available.
- Prorated refunds are calculated by the day based on your last day of attendance. The prorated daily refund rate is the total amount you paid for the period of financial obligation divided by the number of class days within the period of financial obligation.
- Refunds will be paid within 30 calendar days of the date of determination (DOD) or last date of attendance (LDA).

For example:

- If you enrolled and paid for 6 sessions or 24 weeks of study (120 class days of financial obligation), you could withdraw and receive a prorated refund through the 3.6 sessions or 14.4 weeks of study (72 class days of financial obligation). After you attended more than 60.0% of your financial obligation, there would be no refund available ($72 \div 120 = 60.8\%$ which is over 60.0% of period of financial obligation).
- If after your original 6-sessions you extended your studies for 1 additional session and paid tuition for 4 weeks (20 class days of financial obligation), you could withdraw and receive a prorated refund through the 12th class day of financial obligation. After the 13th class day, there would be no refund available ($13 \div 20 = 65\%$ which is over 60.0% of period of financial obligation).
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SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

Private Program

On-Time Completion Rates

Private Programs are 1.5 hours/lesson. Each student's course length is determined by the student. To graduate, each student must finish his or her chosen course length.

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Number of On-Time Graduates ³	On-Time Completion Rate ⁴
2016	11	11	11	100%
2017	3	3	3	100%

Students are entitled to a list of the sources of information used to substantiate the completion rates. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials _____ Date _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Students Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	11	11	0	0	0
2017	3	3	0	0	0

This program does not lead to employment

Gainfully Employed Categories

Part-Time vs. Full Time Employment

Calendar Year	Graduate 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	0	0
2017	0	0	0

This program does not lead to employment

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
2016	0	0	0
2017	0	0	0

This program does not lead to employment

Self-Employed/ Freelance Positions

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

This program does not lead to employment

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	0
2017	0	0

This program does not lead to employment

Student's Initials _____ Date _____

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License Examination Passage Rates

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
2016	11	0	0	0	0
2017		0	0	0	0

This program does not require state license examinations

Student's Initials _____ Date _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001-\$25,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

This program does not lead to employment

Student's Initials _____ Date _____

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Cost of Educational Program

Total Charges for the 12-month program for students completing on-time in 2017: \$800
 Additional charges may be incurred if the program is not completed on-time.

Student's Initials _____ Date _____

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Federal Student Loan Debt

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WITHDRAWAL FROM THE PROGRAM

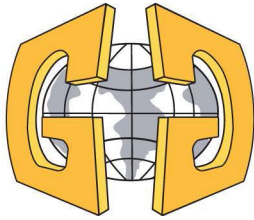
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For example:

- If you enrolled and paid for 6 sessions or 24 weeks of study (120 class days of financial obligation), you could withdraw and receive a prorated refund through the 3.6 sessions or 14.4 weeks of study (72 class days of financial obligation). After you attended more than 60.0% of your financial obligation, there would be no refund available ($72 \div 120 = 60.8\%$ which is over 60.0% of period of financial obligation).
- If after your original 6-sessions you extended your studies for 1 additional session and paid tuition for 4 weeks (20 class days of financial obligation), you could withdraw and receive a prorated refund through the 12th class day of financial obligation. After the 13th class day, there would be no refund available ($13 \div 20 = 65\%$ which is over 60.0% of period of financial obligation).
- Refunds can only be paid to the person or company from whom the funds originated and in the form of the original payment. Agency students: should you shorten your period of enrollment or period of financial obligation, please also contact your agency.
- If the school cancels or discontinues a course or educational program in which you are enrolled before your start date, the school will make a full refund of all charges paid for that program. If the school cancels or discontinues a course or educational program in which you are enrolled after your start date, the school will make a full refund of all unused charges paid for that program.



GOLDEN GATE LANGUAGE SCHOOLS

4425 Fortran Drive, Suite 100 • San Jose, California 95134-2300 • USA

Phone 1 (408) 374-9954 • www.goldengatelanguage.com

Institution/School Code 4305851

SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

Corporate Program

On-Time Completion Rates

Corporate Programs are 1.5 hours/lesson. Each Corporate Program length is determined by the company. To graduate, each corporate student must finish his or her program.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	0	0	0	N/A
2017	0	0	0	N/A

Students are entitled to a list of the sources of information used to substantiate the completion rates. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials _____ Date _____

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

Job Placement Rates

Calendar Year	Number of Students Who Began Program	Number of Graduates	Students Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	0	0	0	0	0
2017	0	0	0	0	0

This program does not lead to employment

Gainfully Employed Categories

Part-Time vs. Full Time Employment

Calendar Year	Graduate 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	0	0
2017	0	0	0

This program does not lead to employment

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
2016	0	0	0
2017	0	0	0

This program does not lead to employment

Self-Employed/ Freelance Positions

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

This program does not lead to employment

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	0
2017	0	0

This program does not lead to employment

Student's Initials _____ Date _____

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

License Examination Passage Rates

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
2016	0	0	0	0	0
2017	0	0	0	0	0

This program does not require state license examinations

Student's Initials _____ Date _____

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

Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,001-\$25,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

This program does not lead to employment

Student's Initials _____ Date _____

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

Cost of Educational Program

Total Charges for the 12-month program for students completing on-time in 2017: 5,583
Additional charges may be incurred if the program is not completed on-time.

Student's Initials _____ Date _____

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

Federal Student Loan Debt

Students at Golden Gate Language Schools are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student's Initials _____ Date _____

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

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone numbers (888) 370-7589 or by fax (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 Signature

Name Printed

Date

School Official Signature

Name Printed

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

- You have the right to cancel the Enrollment Agreement and get a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250), if the notice of cancellation is made prior to or on the first day of instruction or the seventh day after enrollment whichever is later.
- Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the first page of this Agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

WITHDRAWAL FROM THE PROGRAM

- You may withdraw from the program at any time. The refund policy below will be used to calculate your refund based on your last date of attendance (LDA).
- Failure to comply with school policies such as attendance or academic progress can result in automatic withdrawal. If it becomes necessary for the school to automatically withdraw you from our program, the refund policy below will be used to calculate your refund based on your last date of attendance (LDA).

REFUND POLICY

- Your period of financial obligation (same as Period of Enrollment) is indicated on your Enrollment Agreement.
- You may withdraw from the program through 60.0% of your period of financial obligation and receive a prorated refund for the unused portion of the tuition.
- After you study for more than 60.0% of your period of financial obligation, no refund is available.
- Prorated refunds are calculated by the day based on your last day of attendance. The prorated daily refund rate is the total amount you paid for the period of financial obligation divided by the number of class days within the period of financial obligation.
- Refunds will be paid within 30 calendar days of the date of determination (DOD) or last date of attendance (LDA).

For example:

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