



NORTHERN CALIFORNIA NURSING ACADEMY

355 Gellert Blvd Ste 101 Daly City CA 94015

Ph: (650) 992-6262, (650) 296-5448

www.ncnursingacademy.com

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

MEDICAL ASSISTING – 300 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	35	35	35	100%
2017	35	33	33	94%

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	35	35	35	21	60%
2017	35	33	33	20	61%

A list of the employers of the graduates employed in the field can be obtained from our school representative

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016			
2017	6	15	21

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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			
2017	21	0	21

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2017	0	21

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student’s Initials: _____ Date: _____

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

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 Institutions	Total Graduates Employed in the Field
2016		
2017	0	21

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

Student’s Initials: _____ Date: _____

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2016	35	8	2	6	25%
2017	33	29	26	3	88%

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 Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	33	21	1	0	0	5	15
2017	35	20	0	2	15	0	3

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 7,170. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 7,170. 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 NORTHERN CALIFORNIA NURSING 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.

Student's 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date



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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.



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STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 5 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 5-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, to a refund calculated by the number of hours attended.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

EKG TECHNICIAN – 60 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	8	7	7	88%
2017	6	4	4	66%

Student's Initials: _____ Date: _____

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Job Placement Rates

Calendar Year	Number of Students Who Began Program ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	8	7	7		
2017	6	4	4	3	75%

A list of the employers of the graduates employed in the field can be obtained from a school representative

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016			
2017	0	3	3

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

Job Placement Rates

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			
2017	3	0	3

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2017	0	3

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the institution, or an Employer who Shares Ownership with the Institutions	Total Graduates Employed in the Field
2016		
2017	N/A	3

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2016	8	N/A	N/A	N/A	N/A
2017	4	N/A	N/A	N/A	N/A

Student's Initials: _____ Date: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	7						
2017	4	3	0	0	1	1	1

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 1,645. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 1,645. Additional charges may be incurred if the program is not completed on-time.

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 NORTHERN CALIFORNIA NURSING 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.

Student's 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

Date



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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.

“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.



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STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 5 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 5-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, to a refund calculated by the number of hours attended.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

HEMODIALYSIS TECHNICIAN – 300 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	37	36	36	97%
2017	25	22	22	88%

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	37	36	36		
2017	25	22	22	18	72%

A list of the employers of the graduates employed in the field can be obtained from a school representative

Student's Initials: _____ Date: _____

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016			
2017	0	18	18

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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			
2017	18	0	18

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2017	0	18

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the institution, or an Employer who Shares Ownership with the Institutions	Total Graduates Employed in the Field
2016		
2017	0	18

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2016	36	25	24	1	96%
2017	22	22	21	1	95%

Student's Initials: _____ Date: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	36						
2017	22	18	1	0	1	0	16

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 6,420. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 6,420. Additional charges may be incurred if the program is not completed on-time.

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 NORTHERN CALIFORNIA NURSING 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.

Student's 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

Date



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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.

“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.



NORTHERN CALIFORNIA NURSING ACADEMY

355 Gellert Blvd Ste 101 Daly City CA 94015

Ph: (650) 992-6262, (650) 296-5448

www.ncnursingacademy.com

STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

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Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

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- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

NURSING ASSISTANT – 150 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	28	28	28	100%
2017	25	24	24	96%

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	28	28	28		
2017	25	24	24	24	100%

A list of the employers of the graduates employed in the field can be obtained from a school representative

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016			
2017	0	24	24

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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			
2017	24	0	24

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2017	0	24

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the institution, or an Employer who Shares Ownership with the Institutions	Total Graduates Employed in the Field
2016		
2017	0	24

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ₁₀	Number Who Passed First Exam Taken ₁₃	Number Who Failed First Exam Taken	Passage Rate ₁₂
2016	28	27	27	0	100%
2017	25	24	24	0	100%

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 Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	28						
2017	24	24	1	5	2	0	16

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 1,660. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 1,670. Additional charges may be incurred if the program is not completed on-time.

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 NORTHERN CALIFORNIA NURSING 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.

Student's 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

Date



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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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“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.



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STUDENT'S RIGHT TO CANCEL

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Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

PHARMACY TECHNICIAN – 320 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	3	3	3	100%
2017	12	9	9	75%

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	3	3	3	3	100%
2017	12	9	9	9	100%

A list of the employers of the graduates employed in the field can be obtained from a school representative

Student's Initials: _____ Date: _____

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GAINFULLY EMPLOYED CATEGORIES

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016			
2017	1	8	9

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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			
2017	9	0	9

Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2017	0	9

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the institution, or an Employer who Shares Ownership with the Institutions	Total Graduates Employed in the Field
2016		
2017	0	9

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ₁₀	Number Who Passed First Exam Taken ₁₃	Number Who Failed First Exam Taken	Passage Rate ₁₂
2016	3	n/a	n/a	n/a	n/a
2017	9	n/a	n/a	n/a	n/a

Student's Initials: _____ Date: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	3						
2017	9	9	0	0	0	6	3

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 8,995. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 8,995. Additional charges may be incurred if the program is not completed on-time.

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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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

Date



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

HOME HEALTH AIDE – 40 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	0	0	0	N/A
2017	4	4	4	100%

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	0	0	0	0	N/A
2017	4	4	4	4	100%

A list of the employers of the graduates employed in the field can be obtained from a school representative

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	0	0
2017	0	4	4

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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	4	0	4

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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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	4

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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

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 Institutions	Total Graduates Employed in the Field
2016	0	0
2017	0	4

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

Student's Initials: _____ Date: _____

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NORTHERN CALIFORNIA NURSING ACADEMY

355 Gellert Blvd Ste 101 Daly City CA 94015

Ph: (650) 992-6262, (650) 296-5448

www.ncnursingacademy.com

License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2016	0	N/A	N/A	N/A	N/A
2017	4	N/A	N/A	N/A	N/A

Student's Initials: _____ Date: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	0	0	0	0	0	0	
2017	4	4	0	0	0	4	

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

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 821.00. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 821.00. Additional charges may be incurred if the program is not completed on-time.

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 NORTHERN CALIFORNIA NURSING 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.

Student's 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

Date



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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.

“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.



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STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 5 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 5-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, to a refund calculated by the number of hours attended.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

ACUTE CARE NURSING ASSISTANT – 80 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	0	0	0	N/A
2017	0	0	0	N/A

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	0	0	0	0	N/A
2017	0	0	0	0	N/A

A list of the employers of the graduates employed in the field can be obtained from a school representative

Student's Initials: _____ Date: _____

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

Job Placement Rates

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

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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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

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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Institutional Employment

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

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2016	0	0	N/A	N/A	N/A
2017	0	0	N/A	N/A	N/A

Student's Initials: _____ Date: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	0	0	0	0	0	0	
2017	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.

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 1,120.00 Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 1,120.00. Additional charges may be incurred if the program is not completed on-time.

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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Student's 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

Date



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Definitions

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“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

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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.

“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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“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.



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STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 5 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 5-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

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Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.



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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 AND 2017

NCLEX REVIEW – 100 HOURS

On Time Completion Rate (Graduation Rates)

Calendar Year	Number of Students Who Began Program ₁	Students Available for Graduation ₂	Number of On Time Graduates ₃	On Time Completion Rates ₄
2016	10	10	10	100%
2017	6	6	6	100%

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 ₁	Number of Graduates ₃	Graduates Available for Employment ₇	Graduates Employed in the Field ₈	Placement Rate % Employed in the Fields ₉
2016	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A

A list of the employers of the graduates employed in the field can be obtained from a school representative

Student's Initials: _____ Date: _____

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Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	N/A	N/A	N/A
2017	N/A	N/A	N/A

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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	N/A	N/A	N/A
2017	N/A	N/A	N/A

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

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Self-Employed / Freelance Positions

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

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates

Student's Initials: _____ Date: _____

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Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the institution, or an Employer who Shares Ownership with the Institutions	Total Graduates Employed in the Field
2016	N/A	N/A
2017	N/A	N/A

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License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2016	10	1	1	0	100%
2017	6	0	N/A	N/A	N/A

Student's Initials: _____ Date: _____

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Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2016	N/A	N/A					
2017	N/A	N/A					

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$ 600. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017: \$ 600. Additional charges may be incurred if the program is not completed on-time.

Additional charges may be incurred if the program is not completed on-time.

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Federal Student Loan Debt

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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

Date



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STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 5 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 5-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, to a refund calculated by the number of hours attended.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Academic Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. 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.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.