



SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

Bachelor of Science in Business Management program – Four (4) Years

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	11	11	2	18%
2017	19	19	3	16%

Student’s Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length⁵

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	11	11	0	0%
2015	10	10	0	0%
2016	11	11	2	18%
2017	19	19	4	21%

Student’s Initials: _____ Date: _____

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

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	11	2	0	0	0
2017	19	4	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Office of Student Services.

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field in a Single Position	Graduates Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0

Self-Employed / Freelance Positions

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



Institutional Employment

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

Student's Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	2	N/A	N/A	N/A	N/A
2017	4	N/A	N/A	N/A	N/A

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

This program does not require the student to take and/or pass any license examination in order to become employed.

Student's Initials: _____ Date: _____

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



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

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	Over \$30,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask the office of Student Services.

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 program for students completing on time in 2016: **\$48,050.00.**

Total Charges may be higher for students that don't complete on-time.

Total Charges for the program for students completing on time in 2017: **\$48,050.00.**

Total Charges may be higher for students that don't complete on-time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

California University of Management and Sciences is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

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, 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



Definitions

- “Number of Students Who Began Program” means the number of students who began the 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 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 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 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.
- “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.



Definitions (Continued)

- “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

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.



SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2016 & 2017

Master of Business Administration program – Two (2) Years

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	102	102	23	23%
2017	76	76	29	38%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	92	92	15	16%
2015	101	101	14	14%
2016	102	102	42	41%
2017	76	76	44	58%

Student's Initials: _____ Date: _____

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

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	102	42	10	2	20%
2017	76	76	5	2	40%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Office of Student Services.

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**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	2	2
2017	0	2	2

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field in a Single Position	Graduates Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	2	0	2
2017	2	0	2



Self-Employed / Freelance Positions

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

Institutional Employment

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

Student's Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	42	N/A	N/A	N/A	N/A
2017	76	N/A	N/A	N/A	N/A

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

This program does not require the student to take and/or pass any license examination in order to become employed.

Student's Initials: _____ Date: _____

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



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

Annual Salary and Wages Reported for Graduates Employed in the Field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	Over \$30,000	No Salary Information Reported
2016	10	2	0	0	1	1	0
2017	5	2	0	0	0	0	2

A list of sources used to substantive salary disclosure is available from the school. To obtain this list, please ask the office of Student Services.

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 program for students completing on time in 2016: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Total Charges for the program for students completing on time in 2017: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

California University of Management and Sciences is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

Student's Initials: _____ Date: _____

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



CALUMS

CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES

www.calums.edu

1126 North Brookhurst Street, Suite 200, Anaheim, CA 92801

Tel: 714.533.3946, Fax: 714.533.7778

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, 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



Definitions

- “Number of Students Who Began Program” means the number of students who began the 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 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 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 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.
- “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.



Definitions (Continued)

- “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

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.



SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

Master of Science in Economics program – Two (2) Years

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	2	2	1	50%
2017	9	9	6	67%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	0	0	0	0
2015	0	0	0	0
2016	2	2	1	50%
2017	9	9	6	67%

Student's Initials: _____ Date: _____

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



Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	2	1	0	0	0
2017	9	6	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Office of Student Services.

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

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field in a Single Position	Graduates Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0



Self-Employed / Freelance Positions

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

Institutional Employment

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

Student's Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	1	N/A	N/A	N/A	N/A
2017	6	N/A	N/A	N/A	N/A

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

This program does not require the student to take and/or pass any license examination in order to become employed.

Student's Initials: _____ Date: _____

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



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

Annual Salary and Wages Reported for Graduates Employed in the Field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	Over \$30,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosure is available from the school. To obtain this list, please ask the office of Student Services.

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 program for students completing on time in 2016: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Total Charges for the program for students completing on time in 2017: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

California University of Management and Sciences is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

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, 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



Definitions

- “Number of Students Who Began Program” means the number of students who began the 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 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 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 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.
- “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.



Definitions (Continued)

- “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

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.



SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

Master of Science in Economics program – Two (2) Years

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	2	2	1	50%
2017	9	9	6	67%

Student's Initials: _____ Date: _____

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

Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	2	1	0	0	0
2017	9	6	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Office of Student Services.



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

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field in a Single Position	Graduates Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0

Self-Employed / Freelance Positions

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

Institutional Employment

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

Student's Initials: _____ Date: _____

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



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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	1	0	0	0	0
2017	6	0	0	0	0

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

This program does not require the student to take and/or pass any license examination in order to become employed.

Student's Initials: _____ Date: _____

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

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

Annual Salary and Wages Reported for Graduates Employed in the Field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	Over \$30,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosure is available from the school. To obtain this list, please ask the office of Student Services.

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 program for students completing on time in 2016: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Total Charges for the program for students completing on time in 2017: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

California University of Management and Sciences is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

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, 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



Definitions

- “Number of Students Who Began Program” means the number of students who began the 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 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 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 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.
- “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.



Definitions (Continued)

- “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

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.



SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

Master of Science in Healthcare Management program – Two (2) Years

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	27	27	8	30%
2017	39	39	17	44%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	0	0	0	0
2015	2	2	1	50%
2016	27	27	10	37%
2017	39	39	26	67%

Student's Initials: _____ Date: _____

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



Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	27	10	4	1	25%
2017	39	26	2	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Office of Student Services.

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

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	1	1
2017	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field in a Single Position	Graduates Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	1	0	1
2017	0	0	0



Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	1
2017	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	1
2017	0	0

Student's Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	10	N/A	N/A	N/A	N/A
2017	26	N/A	N/A	N/A	N/A

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

This program does not require the student to take and/or pass any license examination in order to become employed.

Student's Initials: _____ Date: _____

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



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

Annual Salary and Wages Reported for Graduates Employed in the Field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	Over \$30,000	No Salary Information Reported
2016	4	1	0	0	0	1	0
2017	2	0	0	0	0	0	0

A list of sources used to substantive salary disclosure is available from the school. To obtain this list, please ask the office of Student Services.

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 program for students completing on time in 2016: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Total Charges for the program for students completing on time in 2017: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

California University of Management and Sciences is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

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, 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



Definitions

- “Number of Students Who Began Program” means the number of students who began the 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 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 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 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.
- “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.



Definitions (Continued)

- “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

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.



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

Master of Science in International Business program – Two (2) Years

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	14	14	2	14%
2017	15	15	3	20%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	0	0	0	0
2015	0	0	0	0
2016	14	14	3	21%
2017	15	15	4	27%

Student's Initials: _____ Date: _____

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

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	14	3	0	0	0
2017	15	4	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask the Office of Student Services.

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

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduate Employed in the Field in a Single Position	Graduates Employed in the Field Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0



Self-Employed / Freelance Positions

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

Institutional Employment

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

Student's Initials: _____ Date: _____

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

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	3	N/A	N/A	N/A	N/A
2017	4	N/A	N/A	N/A	N/A

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

This program does not require the student to take and/or pass any license examination in order to become employed.

Student's Initials: _____ Date: _____

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



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

Annual Salary and Wages Reported for Graduates Employed in the Field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	Over \$30,000	No Salary Information Reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantive salary disclosure is available from the school. To obtain this list, please ask the office of Student Services.

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 program for students completing on time in 2016: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Total Charges for the program for students completing on time in 2017: **\$19,100.00.**

Total Charges may be higher for students that don't complete on-time.

Student's Initials: _____ Date: _____

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

Federal Student Loan Debt

California University of Management and Sciences is eligible, but chooses not to participate in federal student aid programs. So students here do not have federal student loans.

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, 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



Definitions

- “Number of Students Who Began Program” means the number of students who began the 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 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 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 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.
- “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.



Definitions (Continued)

- “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

Applicants who have not attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all moneys paid, less the non-refundable application fee or registration or administration fee, not to exceed \$250. The school will pay or credit refunds within forty-five (45) days of the date the written notification of cancellation is received in the Registrar's office if hand delivered, or the date post-marked if mailed.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to California University of Management of Sciences, Office of Registrar, 1126 N. Brookhurst St, Suite 200, Anaheim, CA 92801. The Notice of Cancellation may be mailed or hand-delivered. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation does not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered, or the date post-marked if mailed.