



Ace Evergreen Academy

3505 Hart Avenue Suite #116 , Rosemead CA,91770

(626)330-0880|www.aceevergreen.com

SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEAR 2019 & 2020

500- Hour Myotherapy and Massage Training Program – Four Months/ 18 Weeks

On-Time Completion Rates (Graduation Rates)

Include data for the two-calendar year prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Complete Rate
2019	0	0	0	0
2020	54	54	35	0

Student's Initials: _____ Date: _____

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



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

Calendar Year	Number of Student Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	0	0	0	0	0
2020	54	35	35	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. For any more information call us at (626)330-0880

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduated Employed in the Field 20-29 Hours Per Week	Graduated Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	0	0
2020	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduated Employed in the Field
2019	0	0	0
2020	0	0	0



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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
2019	0	0
2020	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Filed
2019	0	0
2020	0	0

Student's Initials: _____ **Date:** _____

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This program may result in freelance or self-employment.

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

Student's Initials: _____ **Date:** _____



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License Examination Passage Rates (include data two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduate Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	N/A	N/A	N/A	N/A	N/A
2020	N/A	N/A	N/A	N/A	N/A

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

Student's Initial: _____ Date: _____

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Salary and Wage Information (includes data 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	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2019	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosure is available from the school. Please call for more information at (626) 330-0880

Student's Initial: _____ Date: _____

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Cost of Educational Program

Total charge for the program for student completing on time in 2020: \$6875. Additional charges may be incurred if the program is not completed on- time.



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Total charge for the program for student completing on time in 2019: \$6875. Additional charges may be incurred if the program is not completed on- time.

Student's Initial: _____ **Date:** _____

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Federal Student Loan Debt

Students at Ace Evergreen 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 Initial: _____ **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 1745 North Market Blvd. Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student 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

CANCELLATION

Cancellation notices shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. You are not officially considered a AEA student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment **Agreement as follows:**

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including application fee.
2. **Right to Cancel.** The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The application fee in this case is not refundable. "Enrollment" is defined as the date that the Enrollment Agreement is signed by the student.
3. **Written Notice Required.** Cancellation will occur when the student gives written notice of cancellation to the School Manager or to the School Director at the following address: Ace Evergreen Academy, 3505 Hart Ave, Suite 116, Rosemead, CA 91770.
4. This same address appears on the front of the school catalog and at the head of the Enrollment Agreement.
5. **Written Notice Can Take Any Form.** The written notice of cancellation need not take a particular form, and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery, or telegram.
6. **Effective Date of Written Notice.** If the cancellation is in writing, it is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within forty-five (45) days after the school receives notice of cancellation.
7. **Return of Equipment.** Students who received equipment from the School must return any equipment received within thirty (30) days following the date of the Notice of Cancellation. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within thirty (30) days following the date of student cancellation, the School will refund the equipment cost paid by the student. If the student fails to return the equipment within the thirty (30) day period, the School may retain the equipment cost paid by the student. The School will refund the portion of the proceeds exceeding the documented cost of the equipment within thirty (30) days following the equipment return period, after which the student may retain the equipment without further financial obligation to the School.

_____ Student Initial



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REFUND & WITHDRAWAL POLICY

REFUNDS

1. **Withdrawal Period.** The student has the right to withdraw from a course of instruction at any time.
2. **Refund is Possible Only if Sixty Percent (60%) or Less of Instruction is Completed.** In the event of withdrawal or termination, the student has the right to receive refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. No refund is due if greater than sixty percent (60%) of the program has been attended by the student. Last date of refund eligibility: _____
3. **State Pro-Rata Refund Policy.** Ace Evergreen Academy (“AEA”) uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance.
4. **Payment Period Definition.** AEA calculates its refund based upon payment periods. A definition of the payment period at AEA is that programs of five hundred (500) hours or less constitute one payment period.
5. **Student is Responsible for Any Unpaid Balance.** Any unpaid balance that remains after this Refund and Withdrawal Policy has been applied to the state or institutional policy must be paid by the student to the institution or to the lender as applicable.
6. **Complaints.** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet website: [www. bppe.ca.gov](http://www.bppe.ca.gov).
7. **Refund is Due Within Forty-Five (45) Days of Notification.** Any monies due the applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal or dismissal.
8. **Initiation of Withdrawal.** A withdrawal is considered to have occurred on the earlier of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student’s loan debt. If the amount of refund exceeds the unpaid balance of the loan,

the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

The refund computation will be based on the last date of student attendance.

9. **Withdrawal Due to Leave of Absence.** If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty-five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.



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10. **Withdrawal Due to Prolonged Illness or Accident.** In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement that is reasonable and fair to both parties.
11. **Textbook and Equipment Return / Refund Policy.** If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within thirty (30) days following the date of the student's cancellation, withdrawal or dismissal, the institution shall refund the charge of the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within thirty (30) days following the date of the student's cancellation, withdrawal or dismissal, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost of the textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.
12. **Refund of Federal Funds:** If the student has received federal financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid funds.

Bureau for Private Postsecondary Education Refund Policy for Diploma Programs

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the application fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty-five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

1. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
2. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
5. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
 - a. Total Program Cost – Application Fee – STRF Fee – Equipment & Books & Supplies = Program Tuition
 - b. Program Tuition / Total Hours in Program = Program Tuition per Hour
 - c. Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School



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- d. Tuition Due to School + Application Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
- e. Amount Paid by Student – Amount Owed by Student = Refund Amount Due to Student

Sample Calculation 1: Assume a five hundred (500) hour program costing \$6,875.00 tuition, \$0.00 for registration, \$0.00 for STRF, \$50.00 for equipment, \$75.00 for the ABMP Exam Coach, and books and supplies of \$0.00. The student withdraws after two hundred fifty (250) classroom hours of attendance and does not return \$50.00 of school equipment. If the student has already paid the school a total amount of \$5,000.00 toward the program of instruction, the refund calculation would be:

- a. $\$7,000.00 - \$0.00 - \$0.00 - (\$50.00 + \$75.00) = \$6,875.00$ Program Tuition
- b. $\$6,875.00 / 500 = \13.75 Program Tuition per Hour
- c. $\$13.75 \times 250 = \$3,437.50$ Tuition Due to School
- d. $\$3,437.50 + \$0.00 + \$0.00 + \$50.00 = \$3,487.50$ Amount Owed by Student
- e. $\$5,000.00 - \$3,487.50 = \$1,512.50$ Refund Amount Due to Student



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CALENDAR YEAR 2019 & 2020

650- Hour Myotherapy and Massage Training Program – Six Months

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. This program was approved by the Bureau on 06/26/2019. As of 06/29/2023, two full years of data for this program will be available.

On-Time Completion Rates (Graduation Rates)

Include data for the two-calendar year prior to reporting.

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

Student's Initials: _____ Date: _____

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

Calendar Year	Number of Student Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	0	0	0	0	0
2020	0	0	0	0	0

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. For any more information call us at (626)330-0880

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduated Employed in the Field 20-29 Hours Per Week	Graduated Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	0	0
2020	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduated Employed in the Field
2019	0	0	0
2020	0	0	0



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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
2019	0	0
2020	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Filed
2019	0	0
2020	0	0

Student’s Initials: _____ **Date:** _____

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

This program may result in freelance or self-employment.

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

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License Examination Passage Rate (include data two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduate Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	0	0	0	0	0
2020	0	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.

Student's Initial: _____ **Date:** _____

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Salary and Wage Information (include data 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	\$20,001	\$25,001	\$30,001	\$35,001	No Salary Information Reported
			- \$25,000	- \$30,000	- \$35,000	- \$40,000	
2019	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosure is available from the school. Please call for more information at (626) 330-0880

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Cost of Educational Program

Total charge for the program for student completing on time in 2017: \$0. Additional charges may be incurred if the program is not completed on- time.

Student's Initial: _____ **Date:** _____

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Federal Student Loan Debt

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Student Name - Print

Student Signature

Date

School Official

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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.
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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).
- “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.
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- “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.
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STUDENT'S RIGHT TO CANCEL

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14. **Return of Equipment.** Students who received equipment from the School must return any equipment received within thirty (30) days following the date of the Notice of Cancellation. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within thirty (30) days following the date of student cancellation, the School will refund the equipment cost paid by the student. If the student fails to return the equipment within the thirty (30) day period, the School may retain the equipment cost paid by the student. The School will refund the portion of the proceeds exceeding the documented cost of the equipment within thirty (30) days following the equipment return period, after which the student may retain the equipment without further financial obligation to the School.

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REFUND & WITHDRAWAL POLICY

REFUNDS

13. **Withdrawal Period.** The student has the right to withdraw from a course of instruction at any time.
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15. **State Pro-Rata Refund Policy.** Ace Evergreen Academy (“AEA”) uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance.
16. **Payment Period Definition.** AEA calculates its refund based upon payment periods. A definition of the payment period at AEA is that programs of five hundred (500) hours or less constitute one payment period.
17. **Student is Responsible for Any Unpaid Balance.** Any unpaid balance that remains after this Refund and Withdrawal Policy has been applied to the state or institutional policy must be paid by the student to the institution or to the lender as applicable.
18. **Complaints.** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet website: [www. bppe.ca.gov](http://www.bppe.ca.gov).
19. **Refund is Due Within Forty-Five (45) Days of Notification.** Any monies due the applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal or dismissal.
20. **Initiation of Withdrawal.** A withdrawal is considered to have occurred on the earlier of,
a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student’s loan debt. If the amount of refund exceeds the unpaid balance of the loan,

the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

The refund computation will be based on the last date of student attendance.

21. **Withdrawal Due to Leave of Absence.** If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty-five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.



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22. **Withdrawal Due to Prolonged Illness or Accident.** In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement that is reasonable and fair to both parties.
23. **Textbook and Equipment Return / Refund Policy.** If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within thirty (30) days following the date of the student's cancellation, withdrawal or dismissal, the institution shall refund the charge of the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within thirty (30) days following the date of the student's cancellation, withdrawal or dismissal, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost of the textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.
24. **Refund of Federal Funds:** If the student has received federal financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid funds.

Bureau for Private Postsecondary Education Refund Policy for Diploma Programs

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the application fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty-five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

6. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
7. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour.
8. The answer to the calculation in step (2) is the hourly charge for instruction.
9. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
10. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
 - a. Total Program Cost – Application Fee – STRF Fee – Equipment & Books & Supplies = Program Tuition
 - b. Program Tuition / Total Hours in Program = Program Tuition per Hour
 - c. Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School



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- d. Tuition Due to School + Application Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
- e. Amount Paid by Student – Amount Owed by Student = Refund Amount Due to Student

Sample Calculation 1: Assume a five hundred (500) hour program costing \$6,875.00 tuition, \$0.00 for registration, \$0.00 for STRF, \$50.00 for equipment, \$75.00 for the ABMP Exam Coach, and books and supplies of \$0.00. The student withdraws after two hundred fifty (250) classroom hours of attendance and does not return \$50.00 of school equipment. If the student has already paid the school a total amount of \$5,000.00 toward the program of instruction, the refund calculation would be:

- a. $\$7,000.00 - \$0.00 - \$0.00 - (\$50.00 + \$75.00) = \$6,875.00$ Program Tuition
- b. $\$6,875.00 / 500 = \13.75 Program Tuition per Hour
- c. $\$13.75 \times 250 = \$3,437.50$ Tuition Due to School
- d. $\$3,437.50 + \$0.00 + \$0.00 + \$50.00 = \$3,487.50$ Amount Owed by Student
- e. $\$5,000.00 - \$3,487.50 = \$1,512.50$ Refund Amount Due to Student