

GLOBE INSTITUTE OF RECORDING AND PRODUCTION
110 Caledonia St. Ste A Sausalito, CA 94965 (415) 777-2486 www.GlobeRecording.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 and 2021
Sound Healing and Therapy Certificate Program – 186 hours

On-Time Completion Rates (Graduation Rates) - Includes data for the two calendar years prior

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	93	85	65	76%
2021	99	69	56	81%

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
2022	93	85	82	59	72%
2021	99	65	65	49	75%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative or you can review the list on the institution's website at www.GlobeRecording.com

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field average of 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2022	52	6	59
2021	38	9	49

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	31	24	59
2021	22	22	49

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	51	59
2021	42	49

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
2022	1	59
2021	1	49

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: _____

Only initial 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
2022	85	n/a	n/a	n/a	n/a
2021	65	n/a	n/a	n/a	n/a

This program does not lead to CA state licensure.

Student’s Initials: _____ Date: _____

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	<u>Annual Salary and Wages Reported by Graduates Employed in the Field</u>									
			\$0 to \$5000	\$5,001 to \$10,000	\$10,001 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000
			2022	82	59	20	14	7	2	5	0	0
2021	65	49	24	3	1	1	0	1	0	0	0	1

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	from \$100,000	No Salary Info Reported
	2022	0	0	0	1	0	0	0	0	0	0	3
2021	0	0	0	0	1	0	0	0	0	0	2	13

A list of sources used to substantiate salary disclosures is available from the school. Contact the Director for more information.

Student's Initials: _____ Date: _____

Only initial 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 2022: \$2600 at the Institute; \$2000 Online. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2021: \$2600 at the Institute; \$2000 Online. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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Students at GLOBE INSTITUTE OF RECORDING AND PRODUCTION are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____ Only initial after you have had sufficient time to read and understand the information.

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 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

School Official

Date

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.

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- “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

IN-PERSON AT THE INSTITUTE

STUDENT'S RIGHT TO WITHDRAW

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment; or (3) The student fails to attend class for a three-week period.

STUDENT/BUYER'S RIGHT TO CANCEL

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

The student has the right to cancel the enrollment agreement and receive a full refund, without any penalty or obligation, until the first class day or seventh business day following the date (1) of the first class attended; (2) upon which the student received a copy of the Notice of Cancellation; or (3) upon which the student received a copy of the enrollment agreement and the school catalog with any addenda, whichever is later. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation. However, if the institution gave the student any equipment and the student fails to return the equipment within 30 days following the date of the notice of cancellation, the institution may deduct the documented cost to the institution of the equipment from the refund; the remaining amount of the refund will be reimbursed to the student within 45 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay.

The student must provide the institution with written notification expressing his/her desire not to be bound by the enrollment agreement or submit the signed Notice of Cancellation form to David Gibson, Director at 110 Caledonia St. Ste A. Sausalito, CA 94965 to be eligible for the refund.

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ONLINE – DISTANCE LEARNING

STUDENT'S RIGHT TO WITHDRAW

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment.

REFUND POLICY

If Globe Institute transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, **but shall not be obligated to pay any refund after all of the lessons and material are transmitted.**

The student has the right to cancel the enrollment agreement and receive a full refund minus the registration fee, without any penalty or obligation, **until the class materials are received.** The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation. However, if the institution gave the student any equipment and the student fails to return the equipment within 30 days following the date of the notice of cancellation, the institution may deduct the documented cost to the institution of the equipment from the refund; the remaining amount of the refund will be reimbursed to the student within 45 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay.

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 and 2021
RECORDING ARTS AND TECHNOLOGY CERTIFICATE PROGRAM – 148 hours

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
2022	4	4	3	75%
2021	10	8	8	100%

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
2022	4	4	4	3	75%
2021	10	8	8	6	75%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative or you can review the list on the institution's website at www.GlobeRecording.com

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field average of 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2022	1	2	3
2021	2	2	6

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	3	0	3
2021	5	1	6

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	2	3
2021	4	6

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
2022	0	3
2021	1	6

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- 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 (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
2022	4	n/a	n/a	n/a	n/a
2021	8	n/a	n/a	n/a	n/a

This program does not lead to CA state licensure.

Student’s Initials: _____ Date: _____

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	<u>Annual Salary and Wages Reported by Graduates Employed in the Field</u>									
			\$0 to \$5,000	\$5,001 to \$10,000	\$10,001 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000
2022	4	3	1	0	0	1	0	0	0	0	0	0
2021	8	6	1	2	0	0	0	1	0	1	0	0

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	from \$100,000	No Salary Info Reported
2022	0	1	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	1

A list of sources used to substantiate salary disclosures is available from the school. Contact the Director for more information.

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Cost of Educational Program

Total charges for the program for students completing on-time in 2022: \$3800 at the Institute; \$3000 Online. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2021: \$3800 at the Institute; \$3000 Online. Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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Student's Initials: _____ Date: _____

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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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Cost of Educational Program

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Student Name – Print

Student Signature

School Official

Date

Date

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Definitions

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- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
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- “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).
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- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

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STUDENT'S RIGHT TO CANCEL

IN-PERSON AT THE INSTITUTE

STUDENT'S RIGHT TO WITHDRAW

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment; or (3) The student fails to attend class for a three-week period.

STUDENT/BUYER'S RIGHT TO CANCEL

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

The student has the right to cancel the enrollment agreement and receive a full refund, without any penalty or obligation, until the first class day or seventh business day following the date (1) of the first class attended; (2) upon which the student received a copy of the Notice of Cancellation; or (3) upon which the student received a copy of the enrollment agreement and the school catalog with any addenda, whichever is later. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation. However, if the institution gave the student any equipment and the student fails to return the equipment within 30 days following the date of the notice of cancellation, the institution may deduct the documented cost to the institution of the equipment from the refund; the remaining amount of the refund will be reimbursed to the student within 45 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay.

The student must provide the institution with written notification expressing his/her desire not to be bound by the enrollment agreement or submit the signed Notice of Cancellation form to David Gibson, Director at 110 Caledonia St. Ste A. Sausalito, CA 94965 to be eligible for the refund.

ONLINE – DISTANCE LEARNING

STUDENT'S RIGHT TO WITHDRAW

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment.

REFUND POLICY

If Globe Institute transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, **but shall not be obligated to pay any refund after all of the lessons and material are transmitted.**

The student has the right to cancel the enrollment agreement and receive a full refund minus the registration fee, without any penalty or obligation, **until the class materials are received.** The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation. However, if the institution gave the student any equipment and the student fails to return the equipment within 30 days following the date of the notice of cancellation, the institution may deduct the documented cost to the institution of the equipment from the refund; the remaining amount of the refund will be reimbursed to the student within 45 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay.

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2022 and 2021
Advanced Sound Therapy Certificate – 135 hours

On-Time Completion Rates (Graduation Rates) - Includes data for the two calendar years prior

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

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
2022	0	0	0	0	0%
2021	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative or you can review the list on the institution's website at www.GlobeRecording.com

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

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field average of 20-29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2022	0	0	0
2021	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	0	0	0
2021	0	0	0

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	0
2021	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	0
2021	0	0

Student's Initials _____ Date _____

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

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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 _____

Only initial 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
2022	0	n/a	n/a	n/a	n/a
2021	60	n/a	n/a	n/a	n/a

This program does not lead to CA state licensure.

Student’s Initials _____ Date _____

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	<u>Annual Salary and Wages Reported by Graduates Employed in the Field</u>									
			\$0 to \$5000	\$5,001 to \$10,000	\$10,001 to \$15,000	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000	\$45,001 to \$50,000
			2022	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0

Annual Salary and Wages Reported by Graduates Employed in the Field

	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	from \$100,000	No Salary Info Reported
2022	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Contact the Director for more information.

Student's Initials _____ Date _____

Only initial 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 2022: \$2000 Online. Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2021: \$2000 Online. Total charges may be higher for students that do not complete on time.

Student's Initials _____ Date _____

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Students at GLOBE INSTITUTE OF RECORDING AND PRODUCTION are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials _____ Date _____

Only initial after you have had sufficient time to read and understand the information.

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 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.

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- “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

IN-PERSON AT THE INSTITUTE

STUDENT'S RIGHT TO WITHDRAW

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment; or (3) The student fails to attend class for a three-week period.

STUDENT/BUYER'S RIGHT TO CANCEL

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

The student has the right to cancel the enrollment agreement and receive a full refund, without any penalty or obligation, until the first class day or seventh business day following the date (1) of the first class attended; (2) upon which the student received a copy of the Notice of Cancellation; or (3) upon which the student received a copy of the enrollment agreement and the school catalog with any addenda, whichever is later. The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation. However, if the institution gave the student any equipment and the student fails to return the equipment within 30 days following the date of the notice of cancellation, the institution may deduct the documented cost to the institution of the equipment from the refund; the remaining amount of the refund will be reimbursed to the student within 45 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay.

The student must provide the institution with written notification expressing his/her desire not to be bound by the enrollment agreement or submit the signed Notice of Cancellation form to David Gibson, Director at 110 Caledonia St. Ste A. Sausalito, CA 94965 to be eligible for the refund.

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ONLINE – DISTANCE LEARNING

STUDENT'S RIGHT TO WITHDRAW

The student has the right to withdraw from the program of instruction and to obtain a refund, in accordance with the procedures set forth below. A student is deemed to have withdrawn from a course when: (1) The student notifies the institution of his/her withdrawal or the date of withdrawal, whichever is later; (2) The institution terminates the student's enrollment.

REFUND POLICY

If Globe Institute transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, **but shall not be obligated to pay any refund after all of the lessons and material are transmitted.**

The student has the right to cancel the enrollment agreement and receive a full refund minus the registration fee, without any penalty or obligation, **until the class materials are received.** The institution is obligated to make the refund to the student within 45 days after the institution receives the student's written notice of cancellation. However, if the institution gave the student any equipment and the student fails to return the equipment within 30 days following the date of the notice of cancellation, the institution may deduct the documented cost to the institution of the equipment from the refund; the remaining amount of the refund will be reimbursed to the student within 45 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay.

The student must provide the institution with written notification expressing his/her desire not to be bound by the enrollment agreement or submit the signed Notice of Cancellation form to David Gibson, Director at 110 Caledonia St. Ste A Sausalito, CA 94965