



SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2023 & 2024

Master of Interior Architecture – Program Length: 12-15 months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year(s)	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2024	5	5	5	100%
2023	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(s)	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	5	5	5	5	100%
2023	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. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

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

Part-Time vs. Full-Time Employment

Calendar Year(s)	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
2024	0	4	5
2023	0	0	0



Single Position vs. Concurrent Aggregated Position

Calendar Year(s)	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2024	5	0	5
2023	0	0	0

Self-Employed / Freelance Positions

Calendar Year(s)	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	2	5
2023	0	0

Institutional Employment

Calendar Year(s)	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
2024	0	0
2023	0	0

Student's Initials: _____ Date: _____

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

Calendar Year(s)	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
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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

Student's Initials: _____ Date: _____

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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(s)	Graduates Available for Employment	Graduates Employed in Field	\$60,000 - \$65,001	\$75,001 - \$80,000	\$85,001 - \$90,000	\$100,001 - \$105,001	\$175,001 - \$180,000	No Salary Information Reported
2024	5	5	1	0	0	0	1	3
2023	0	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

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

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Cost of Educational Program

Total charges for the program for students completing on time in 2024: \$22,100

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$22,150

Total charges may be higher for students that do not complete on time.

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

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Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2023/24 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/24 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2023/24 graduates who took out federal student loans at this institution.
2024	0.0%	75%	75%	\$14,475
2023	0.0%	0%	0%	\$13,563

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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



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

The Student has the right to cancel this Enrollment Agreement and obtain a refund of charges paid through attendance at the **first class session** (first day of class(es)), **or the seventh day after enrollment** (seven days from the date when enrollment agreement was signed), **or within seven days from the date of first class session**, whichever is later. The notice of cancellation shall be in writing and submitted via mail, email (contact@idi.edu), or in person to the **Administrative Office by: _____**. If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, if properly addressed with proper postage. If emailed, it is deemed effective as of the date the email was electronically delivered.

Student's Initials: _____ Date: _____

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024

Bachelor of Arts Degree in Interior Design - Program Length: 4 years (30 to 54 months)
On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year(s)	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2024	9	9	9	100%
2023	9	8	8	100%

Student's Initials: _____ Date: _____

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

Calendar Year(s)	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	9	9	9	6	67%
2023	9	9	8	5	63%

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. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)
Part-Time vs. Full-Time Employment

Calendar Year(s)	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
2024	1	5	6
2023	0	5	5



Single Position vs. Concurrent Aggregated Position

Calendar Year(s)	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2024	6	0	6
2023	5	0	5

Self-Employed / Freelance Positions

Calendar Year(s)	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	6
2023	0	5

Institutional Employment

Calendar Year(s)	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
2024	1	6
2023	0	5

Student's Initials: _____ Date: _____

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

Calendar Year(s)	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
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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

Student's Initials: _____ Date: _____

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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(s)	Graduates Available for Employment	Graduates Employed in Field	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	\$60,001 - \$65,000	\$65,001 - \$70,000	\$70,001 - \$75,000	No Salary Information Reported
2024	9	5	1	0	2	0	1	0	0	2
2023	8	5	1	0	2	1	0	0	1	0

A list of sources used to substantiate salary disclosures is available from the school. Please contact Rachel Hulan Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

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Cost of Educational Program

Total charges for the program for students completing on time in 2024: \$23,350.

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$23,400.

Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2023/24 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/24 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2023/24 graduates who took out federal student loans at this institution.
2024	0.0%	22%	36%	\$14,475
2023	0.0%	35%	45%	\$13,563

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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Student Name - Print

Student Signature

Date

School Official

Date



Definitions

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SCHOOL PERFORMANCE FACT SHEET

CALENDAR YEARS 2023 & 2024

Associate of Arts Degree in Interior Design - Program Length: 2 years (24 to 48 months)

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year(s)	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2024	30	30	30	100%
2023	30	30	30	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(s)	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	30	30	19	14	74%
2023	30	30	9	8	88%

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. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

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

Part-Time vs. Full-Time Employment

Calendar Year(s)	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
2024	6	8	14
2023	3	5	8



Single Position vs. Concurrent Aggregated Position

Calendar Year(s)	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2024	14	0	14
2023	8	0	8

Self-Employed / Freelance Positions

Calendar Year(s)	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	8	14
2023	2	8

Institutional Employment

Calendar Year(s)	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
2024	0	14
2023	0	8

Student's Initials: _____ Date: _____

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

Calendar Year(s)	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
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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

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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	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$50,001 - \$55,000	\$60,001 - \$65,000	\$80,001 - \$85,000	\$90,001 - \$95,000	No Salary Information
2024	19	14	3	2	0	3	1	2	1	0	2
2023	9	8	0	0	1	2	2	0	0	1	2

A list of sources used to substantiate salary disclosures is available from the school. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

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

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Cost of Educational Program

Total charges for the program for students completing on time in 2024: \$43,100.

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$43,200.

Total charges may be higher for students that do not complete on time.

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

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Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United States Department of Education. ¹	The percentage of enrolled students in 2023/24 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/24 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2023/24 graduates who took out federal student loans at this institution.
2024	0.0%	32%	36%	\$14,475
2023	0.0%	41%	50%	\$13,563

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Student Name - Print

Student Signature

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2023 & 2024

Avocational Certificate Course in Interior Design - Program Length: 12 weeks
On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year(s)	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2024	85	85	74	87%
2023	102	102	90	88%

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(s)	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451. NOT APPLICABLE

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

Part-Time vs. Full-Time Employment

Calendar Year(s)	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
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE



Single Position vs. Concurrent Aggregated Position

Calendar Year(s)	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

Self-Employed / Freelance Positions

Calendar Year(s)	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE

Institutional Employment

Calendar Year(s)	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
2024	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE

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(s)	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
2024	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
2023	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

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

Student's Initials: _____ Date: _____

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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(s)	Graduates Available for Employment	Graduates Employed in Field	\$40,001 - \$45,000	\$45,001 - \$50,000	\$50,001 - \$55,000	\$55,001 - \$60,000	No Salary Information Reported
2024	NOT APPLICABLE	NOT APPLICABLE	N/A	N/A	N/A	N/A	N/A
2023	NOT APPLICABLE	NOT APPLICABLE	N/A	N/A	N/A	N/A	N/A

A list of sources used to substantiate salary disclosures is available from the school. Please contact Rachel Hulan, Placement Department, for further information; RHulan@idi.edu or 949-675-4451.

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

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Cost of Educational Program

Total charges for the program for students completing on time in 2024: \$3,045.

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$3,050.

Total charges may be higher for students that do not complete on time.

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

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Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2023/24 receiving federal student loans to pay for this program.	The percentage of graduates in 2023/24 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2023/24 graduates who took out federal student loans at this institution.
2024	0.0%	0%	0%	\$14,475
2023	0.0%	0%	0%	\$13,563

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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

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



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

The Student has the right to cancel this Enrollment Agreement and obtain a refund of charges paid through attendance at the **first class session** (first day of class(es)), **or the seventh day after enrollment** (seven days from the date when enrollment agreement was signed), **or within seven days from the date of first class session**, whichever is later. The notice of cancellation shall be in writing and submitted via mail, email (contact@idi.edu), or in person to the **Administrative Office by: _____**. If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, if properly addressed with proper postage. If emailed, it is deemed effective as of the date the email was electronically delivered.

Student's Initials: _____ Date: _____

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