

School Performance Fact Sheet
 Calendar Years 2015 & 2016

A+ Computer Technician Program Length: 520 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0			
2016	0	0			

“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 15-1151.00

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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

License Examination Passage Rates (continually administered examinations)

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
2015	0	0	0	0	0
2016	0	0	0	0	0

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

Student Initials: _____ Date: _____

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

Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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

Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$6,000
 Total charges may be higher for students that do not complete on-time.

Student Initials: _____ Date: _____

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

Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ Date: _____

Micro-Easy Vocational Institute
3851 San Pablo Dam Rd., El Sobrante CA 94803
www.micro-easy.com

School Approval Date: 11/2000
Phone: (510) 262-9949

**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: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

_____ Date: _____
Student Signature

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 includes all students who remained enrolled after their cancellation period.

“Students Available for Graduation” “Students available for graduation” means the cohort population minus the number of students unavailable for graduation.

“Number of Graduates” means 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 at an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means those graduates who meet the definition of section 94928(e) of the code, who have reported their employment to the institution.

“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.

Micro-Easy Vocational Institute
3851 San Pablo Dam Rd., El Sobrante CA 94803
www.micro-easy.com

School Approval Date: 11/2000.
Phone: (510) 262-9949

School Performance Fact Sheet
 Calendar Years 2015 & 2016

Computer Applications

Program Length: 520 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."		
2016	0	0			

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 43-6011

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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

Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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

Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$4,999
 Total charges may be higher for students that do not complete on-time.

Student Initials: _____ Date: _____

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

Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

 Student Name - Print

 Student Signature

Date: _____

School Official _____ Date _____

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 includes all students who remained enrolled after their cancellation period.

“Students Available for Graduation” “Students available for graduation” means the cohort population minus the number of students unavailable for graduation.

“Number of Graduates” means 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 at an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means those graduates who meet the definition of section 94928(e) of the code, who have reported their employment to the institution.

“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.

Student's Right to Cancel

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, *and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.* Cancellation shall occur when you give written a notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however, expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment, not timely returned in good condition, within 30 days after your notice of cancellation is received.

School Performance Fact Sheet
 Calendar Years 2015 & 2016

Network Technician

Program Length: 216 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."		
2016	0	0			

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 15-1152

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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

License Examination Passage Rates (continually administered examinations)

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
2015	0	0	0	0	0
2016	0	0	0	0	0

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

Student Initials: _____ Date: _____

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

Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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

Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$6,459

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

Student Initials: _____ Date: _____

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

Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S.

Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ Date: _____

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

Micro-Easy Vocational Institute
3851 San Pablo Dam Rd., El Sobrante CA 94803
www.micro-easy.com

School Approval Date: 11/2000
Phone: (510) 262-9949

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: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

Date: _____

School Official _____ Date _____

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 includes all students who remained enrolled after their cancellation period.

“Students Available for Graduation” “Students available for graduation” means the cohort population minus the number of students unavailable for graduation.

“Number of Graduates” means 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 at an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means those graduates who meet the definition of section 94928(e) of the code, who have reported their employment to the institution.

“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.

Student's Right to Cancel

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, *and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.* Cancellation shall occur when you give written a notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however, expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment, not timely returned in good condition, within 30 days after your notice of cancellation is received.

School Performance Fact Sheet
 Calendar Years 2015 & 2016

Web Master Program Length: 520 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."		
2016	0	0			

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 15-1134

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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

License Examination Passage Rates (continually administered examinations)

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
2015	0	0	0	0	0
2016	0	0	0	0	0

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

Student Initials: _____ Date: _____

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

Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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

Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$7,599

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

Student Initials: _____ Date: _____

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

Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ Date: _____

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

Micro-Easy Vocational Institute
3851 San Pablo Dam Rd., El Sobrante CA 94803
www.micro-easy.com

School Approval Date: 11/2000
Phone: (510) 262-9949

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I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

Date: _____

School Official _____ Date _____

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 includes all students who remained enrolled after their cancellation period.

“Students Available for Graduation” “Students available for graduation” means the cohort population minus the number of students unavailable for graduation.

“Number of Graduates” means 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 at an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means those graduates who meet the definition of section 94928(e) of the code, who have reported their employment to the institution.

“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.

Student's Right to Cancel

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, *and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.* Cancellation shall occur when you give written a notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however, expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment, not timely returned in good condition, within 30 days after your notice of cancellation is received.

School Performance Fact Sheet
 Calendar Years 2015 & 2016

Business IT for Intermediate Administrative Asst.

Program Length: 175 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."		
2016	0	0			

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 43-6014

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$3,950

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

Student Initials: _____ Date: _____

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Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S.

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 Student Name - Print

 Student Signature

Date: _____

School Official _____ Date _____

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School Performance Fact Sheet
 Calendar Years 2015 & 2016

Business IT for Administrative Asst.

Program Length: 306 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."		
2016	0	0			

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 15-1152.00, 43-6014.00

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$3,899
 Total charges may be higher for students that do not complete on-time.

Student Initials: _____ Date: _____

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Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

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 Student Name - Print

 Student Signature

Date: _____

School Official _____ Date _____

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School Performance Fact Sheet
 Calendar Years 2015 & 2016

Business IT for Intermediate Administrative Asst.

Program Length: 175 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."		
2016	0	0			

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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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
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2016			

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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
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2016			

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Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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Student Initials: _____ Date: _____

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

Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$3,950

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Student Initials: _____ Date: _____

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 Student Name - Print

 Student Signature

Date: _____

School Official _____ Date _____

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School Performance Fact Sheet
 Calendar Years 2015 & 2016

Business IT for Intermediate Customer Service Rep
 Program Length: 165 Hours

On Time Completion Rates

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2015	0	0	0	0
2016	0	0	0	0

Student Initials: _____ Date: _____

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

Job Placement Rates (includes date 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
2015	0	0			
2016	0	0			

“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”

The student may obtain a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates by contacting the school administration. The SOC code for job placement is 43-4051

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 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Single Position vs. Concurrent Aggregated Positions

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”		
2016			

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

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
2015	“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”	
2016		

Student Initials: _____ Date: _____

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

Salary and Wage Information (includes date 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 the Field	\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."					
2016	0						

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

Student Initials: _____ Date: _____

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

Cost of Educational Program:

Total Charges for the program for students completing on-time in 2016: \$3,949

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

Student Initials: _____ Date: _____

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

Students at Micro-Easy Vocational Institute are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

Student Initials: _____ Date: _____

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

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

 Student Name - Print

 Student Signature

Date: _____

School Official _____ Date _____

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 includes all students who remained enrolled after their cancellation period.

“Students Available for Graduation” “Students available for graduation” means the cohort population minus the number of students unavailable for graduation.

“Number of Graduates” means 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 at an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means those graduates who meet the definition of section 94928(e) of the code, who have reported their employment to the institution.

“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.

Student's Right to Cancel

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, *and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.* Cancellation shall occur when you give written a notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however, expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment, not timely returned in good condition, within 30 days after your notice of cancellation is received.