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**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2021 &2022**

**Advanced Manicure Program 200 hours**

**On-Time Completion Rates (Graduation Rates)**

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Student Who Began the Program	Students Available for Graduation	Number of On-Time Graduate	On-Time Completion Rate
2021				
2022				

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Student Who Began the Program	Students Available for Graduation	150 % Graduates	150 % Completion Rate
2021				
2022				

Student's Initials \_\_\_\_\_ Date: \_\_\_\_\_

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

Calendar Year	Number of Student Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021					
2022					

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 by requesting this from an admission representative.

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

**Part-Time vs Full-Time Employment**

Calendar Year	Graduate Employed in the Field 24-32 Hours Per Week*	Graduates Employed in the Field at Least 16-24 Hours Per Week*	Total Graduates Employed in the Field
2021			
2022			

Single Position vs Concurrent Aggregated Position

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

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Self-Employed / Freelance Position

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

Institutional Employment

Calendar Year	Graduates Employed 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
2021		
2022		

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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If the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.

- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021					
2022					

**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	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	<u>No Salary Information Reported</u>
2021			-	-	-	-	-	
2022								

A list of sources used to substantiate salary disclosures is available from the school. You may request this list from an admission representative.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2019: \$2,200. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. 1	The percentage of enrolled students in 2019 receiving federal student loan to pay for this program	The average amount of federal student loan debt of 2019 graduates who took out federal student loans at this institution	The percentage of graduates in 2019 who took out federal student loans to pay for this program
0	0	0	0

The 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll - free telephone number (888) 370-75 89 or by fax (916) 2 63-189 7.

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**Student Name - Print**

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**Student Signature**

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**Date**

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**School Official**

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**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

#### **STUDENT’S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (**first day of classes**), or the seventh calendar date after enrollment (**seven calendar days from the date when enrollment agreement was signed**), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that may be effectuated by the

student's written notice or by the student's conducts, including, but not necessarily limited to, a student's lack of attendance.

#### **WITHDRAWAL POLICY**

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences, (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

1. The date you notify the Office Administration of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog
3. The date you fail to attend classes for a 14 day period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA.

**REFUND POLICY:** After the cancellation period, the institution provides a pro rate refund of **All** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to student.

A registration fee of \$ 200.00 is a **Non-refundable item**. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable. **Once received by the student** it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from the school after the cancellation period, the refund policy described above will apply. If the amount you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.



**Course Hourly Rate x Number of hours not attended = Total amount of refund**

The course hourly rate is calculated based on the cost of tuition divided by the number of hours of the course.

The number of hours a student was scheduled to complete is subtracted from the total number of course hours. The costs of registration and STRF are non-refundable.

**Refund Example:** Assume that a student, upon enrollment in a 200 hour course, pays \$1,800 for tuition, \$200 for registration (non-refundable), \$7.50 STRF fee, and \$400 for equipment (non-refundable), as specified in the enrollment agreement. The student withdraws after completing 100 hours, but was scheduled to have complete 120 hours; the pro-rata refund to the student would be based on the calculation stated below:

Course Hourly Rate	Tuition Paid on Hours Received "Earned Tuition"	Hours Paid for but not received	Refund calculation of tuition	Summary of Refund Calculation
Tuition / Course Hours	# Course Hours Scheduled x Hourly Cost of Tuition	# Total Course Hours - # Course Hours Scheduled to Attend	# Hours Paid for but not received x Course Hourly Rate	Total Tuition Paid - Earned Tuition, Kit, Registration Fee
\$2,000 / 200	120 x \$10.00	200 - 120	80 x \$10.00	\$2,657.50 - \$1200 - \$450 - \$207.50
\$10.00	\$1200	80 Hours	\$800	\$800

**RETURN OF TITLE IV**

Special note to students receiving Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for

any other federal student financial aid at another institution or other government assistance until the loan is repaid. Refunds are to be made no later than 45 days from the date of determination of withdrawal.

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