

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2014 & 2015

Business Office Administration - 34 Weeks
On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2014	35	35	7	20%
2015	59	59	14	24%

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 Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	N/A	N/A	N/A	N/A
2015	59	59	36	61%

Student's Initials: _____ Date: _____

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

Job Placement, Employment, Salary and Wages

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.

Student's Initials: _____ Date: _____

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

Self-Employed / Freelance Positions

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

Student's Initials: _____ Date: _____

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

Cost of Educational Program

Total charges for the program for students completing on-time in 2015: \$18,500.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

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

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 2015 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2015 graduates who took out federal student loans at this institution.	The percentage of graduates in 2015 with federal student loans as calculated by the institution.
25.2%	88%	\$9,715.56	91.0%

Student's Initials: _____ Date: _____

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

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.



Encino
5445 Balboa Blvd, Encino, CA 91316

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, 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.

STUDENT'S RIGHT TO CANCEL

The student applicant has the right to cancel the enrollment agreement until midnight of the seventh day after the day on which the applicant takes any of the actions indicated in items (a) (i) below. Students may use any means to notify the school. If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

(a) The applicant will be returned all monies paid (with the exception of the Registration Fee) if:

(i) The applicant cancels the enrollment agreement within seven (7) days after the latter of:

1. The first day of class of the program of instruction; or
2. The date the applicant received a copy of notice of cancellation; or
3. The date the applicant received a copy of the enrollment agreement

(ii) The school does not accept the applicant

(iii) The school cancels the program

(iv) The applicant does not attend the first class day

(v) The school cancels the enrollment agreement within seven (7) days after the first class day of the program of instruction.

(b) All monies paid (with the exception of the Registration Fee) will be returned within thirty (30) days after the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement within thirty (30) days after the school's cancellation date.

All new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) calendar day after the first calendar day of the first module of the program of instruction. A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) calendar day after the first calendar day of the first module of the program of instruction (for re-entry students, it is the first module in which the student is enrolled upon returning to school) based on the following criteria:

1. Absent for more than 50 percent of the total hours scheduled during the first fourteen (14) consecutive calendar days (tardiness and leaving class early will be included in the absence calculation).
2. An Eligible Career Pathway Program (ECPP) student who does not log-in to the Adult Education program.
3. Violation of the Student Code of Conduct.

4. Unable to obtain proof of high school graduation or equivalent.
5. Incomplete arrangements to fulfill financial obligations.

Note: Cancellations will result in all charges being reversed with the exception of the registration fee which is non-refundable. The registration fee will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena and Riverside. In the event where the school cancels the program, any registration fees paid by the student will be refunded.