

ENROLLMENT AGREEMENT & RELEASE

In consideration of acceptance by and admittance to Yo San University in the **Master of Acupuncture and Traditional Chinese Medicine Program** located at 13315 W. Washington Blvd Los Angeles 90066, the undersigned student agrees to the following:

1. To abide by the rules, regulations, policies and procedures as set forth in the Academic Catalog and Student Handbook (as may be amended, from time to time), and as otherwise promulgated by the Board of Trustees, Administrative staff, and faculty;
2. To release, indemnify, and hold harmless the University, its Board of Trustees, administrative staff, faculty, agents, servants, affiliates, employees, assigns and all those acting in concert or participating with them, from any injuries and/or damages sustained on Yo San University premises, while in any class or clinic (including externship sites). Activities in said classes or clinics may include, without limitation, the following:
 - a) In the clinic, student interns performing all procedures related to clinical practice, including but not limited to needling, electro-acupuncture, cupping, moxibustion, body work, and herbal prescribing on one another or clinic patients.
 - b) In the classrooms, students working on each other in the following activities:
 - i. Point location: students palpate each other's bodies to locate acupuncture points. This requires all students to be willing to disrobe down to shorts, bathing suits, or underwear.
 - ii. Acupuncture techniques: students performing needling, electro-acupuncture, moxibustion, cupping, and Tuina (body work) on each other, including ear and scalp acupuncture.
 - iii. Western clinical medicine examination procedures: palpation examination, orthopedic and neurological testing, blood pressure measurement, auscultation (listening) with stethoscope, etc.
 - iv. Tuina class: manual massage techniques including pushing, rotation, kneading, etc.
 - c) In Qi Cultivation classes, any injury from participating in these classes.

3. **California Civil Code §1542, which provides as follows:**

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her, must have materially affected his or her settlement with the debtor.

_____ **By initialing, I acknowledge my rights under California Law.**
Period covered by this enrollment agreement: **48 months**

Program Start Date **Jan 7, 2019**

Scheduled Completion Date **December 31, 2022**

4. The Master of Acupuncture and Traditional Chinese Medicine Program requires 191 academic units which is equivalent to 3375 clock hours for completion. And all classes are located at 13315 W. Washington Blvd Los Angeles CA 90066. The California Acupuncture Board requires this Master's Degree program be completed (including passing of the Graduation Exam) within eight (8) calendar years (96 months) from the first date of enrollment.
5. This document represents the complete, voluntary, integrated agreement of the parties hereto, and can only be amended by a subsequent written agreement.
6. This agreement shall be governed by California law, and the venue for any arbitration or court proceeding shall be Los Angeles County.
7. All notices to you shall be sufficient if sent by first class mail or by email to the addresses set forth below unless and until said mailing address or email address is changed by written notification duly acknowledged by the University.
8. **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel this enrollment agreement and to obtain a refund of charges paid through the fourteenth (14th) calendar day of the trimester. The institution's policy stipulates that the refund shall be 100% if the student submits a completed ADD/DROP or Withdraw Request form which is received by the University Registrar on or within the **first 14 days of the trimester**. The 14th day of the trimester is **January 21st, 2019** which is the date student must exercise his or her right to cancel or withdraw. Cancellation will be effective based on the last day of class attended, if any. After the fourteenth day of the trimester, the refund is prorated as per the "**TUITION REFUND POLICY**" section of the MATCM Program Academic Catalog and Student Handbook. After completing 75 percent or more of the course, the student will receive no refund. When a drop results in a status of less than half time and the student is a Federal Student Loan recipient, the tuition refund will be returned to lender. When the student is a Federal Student Loan recipient and fully withdraws from school or takes a leave of absence, the tuition refund is calculated in accordance with the United States Department of Education regulations and returned to the lender. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Example of Prorated Refund Calculation: One unit of a 15-week course refund schedule for a term of 105 days is as follows. (\$20 Add/Drop fee will be charged per transaction after the second week.)

| Day Week | 1 Mon | 2 Tue | 3 Wed | 4 Thurs | 5 Fri | 6 Sat | 7 Sun | Grade | Fee |
|-------------|----------|----------|----------|------------|----------|----------|----------|-------|-----|
| 1 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | WX | |
| 2 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | WX | |
| 3 | 251.33 | 248.57 | 245.81 | 243.05 | 240.29 | 237.52 | 234.76 | W | 20 |
| 4 | 232.00 | 229.24 | 226.48 | 223.71 | 220.95 | 218.19 | 215.43 | W | 20 |
| 5 | 212.67 | 209.90 | 207.14 | 204.38 | 201.62 | 198.86 | 196.10 | W | 20 |
| 6 | 193.33 | 190.57 | 187.81 | 185.05 | 182.29 | 179.52 | 176.76 | W | 20 |
| 7 | 174.00 | 171.24 | 168.48 | 165.71 | 162.95 | 160.19 | 157.43 | WF | 20 |
| 8 | 154.67 | 151.90 | 149.14 | 146.38 | 143.62 | 140.86 | 138.10 | WF | 20 |
| 9 | 135.33 | 132.57 | 129.81 | 127.05 | 124.29 | 121.52 | 118.76 | WF | 20 |
| 10 | 116.00 | 113.24 | 110.48 | 107.71 | 104.95 | 102.19 | 99.43 | WF | 20 |
| 11 | 96.67 | 93.90 | 91.14 | 88.38 | 85.62 | 82.86 | 80.10 | WF | 20 |
| 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | WF | |
| 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | WF | |
| 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | WF | |
| 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | WF | |

9. State of California Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refund or changes on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students. **The STRF rate is subject to change based upon the balance in the STRF account.**

10. **LOAN AGREEMENT:** If a student obtains a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any

refund. If a 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:

- 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.
- 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.

11. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

EARNED AT YO SAN UNIVERSITY: The transferability of credits you earn at Yo San University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree that you earn in the ***Master of Acupuncture and Traditional Chinese Medicine Program*** at Yo San University is also at the complete discretion of the institution to which you may need to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at Yo San University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Yo San University to determine if your credits or degree will transfer.

12. You are responsible for reading and abiding by the policies and procedures set forth in the Academic Catalog and Student Handbook.

13. You give Yo San University permission to display your name on a student mailbox, in the second floor hall.

Accept Decline

14. You hereby grant Yo San University the right to video, photograph, or audio record and reproduce your physical likeness and voice in any manner in connection with Yo San University activities and programs or during your physical presence on the campus of Yo San University or in the conduct of off-campus University activities (examples include clinical externship sites or commencement exercises). Such uses include, but are not limited to, print and digital publications, website and all other electronic forms of media, or classroom lectures and co-curricular activities disseminated for University purposes including, but not limited to, distance learning and continuing education programs. You waive the right to inspect or approve the finished version(s) of such images including written copy that may be created in connection therewith. Photos, audio, or video used by the University for the reasons stated above, are considered the property of Yo San University and may not be sold or reused without the express written consent of an authorized official of Yo San University. Further, there is no monetary compensation for use of my physical likeness or voice and this waiver/release exists in perpetuity unless expressly revoked in writing after my graduation or withdrawal from the University.

Accept Decline

15. You understand that if you have been convicted or entered a plea of guilty or *no lo contendere* (no contest) to any felony or misdemeanor or any other criminal offense, including any offense for which you have received a pardon, in any jurisdiction, your eligibility for licensure as a professional acupuncture practitioner could be affected.

16. ANY QUESTIONS YOU MAY HAVE REGARDING THIS ENROLLMENT AGREEMENT 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.

17. A STUDENT OR ANY MEMBER OF THE PUBLIC MAY FILE A COMPLAINT ABOUT THIS INSTITUTION WITH THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION BY CALLING (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.

18. An enrollment agreement shall be written in language that is easily understood. If English is not your primary language and you are unable to understand the terms and conditions of the enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language.

19. This agreement is a **legally binding** instrument when signed by the student and accepted by the University.

21. TUITION AND FEE CHARGES FOR FIRST TRIMESTER FULL-TIME STUDENTS ARE EXPECTED TO BE APPROXIMATELY: **\$5,120** FOR STUDENTS WHO ARE NOT TRANSFERING CREDITS FROM OTHER INSTITUTIONS, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ARE EXPECTED TO BE: **\$65,288** INCLUDING NORMAL FEES SUCH AS REGISTRATION, EXAMS AND GRADUATION, BUT EXCLUDING VARIABLE FEES SUCH AS ADD/DROP, AUDIT, AND ELECTIVE TUITIONS. THIS ESTIMATE IS BASED ON PROGRAM COMPLETION IN FOUR (4) YEARS AND INCLUDES A THREE PERCENT (3%) ANNUAL COST INCREASE. THIS ESTIMATE DOES NOT TAKE INTO ACCOUNT AN EXTENDED TIMELINE FOR DEGREE COMPLETION. IF YOU REQUIRE LONGER THAN FOUR YEARS TO COMPLETE DEGREE REQUIREMENTS, A NEW ENROLLMENT AGREEMENT MUST BE EXECUTED AND ADDITIONAL TUITION COSTS AND FEES MAY BE ASSESSED. STUDENTS TRANSFERING UNITS FROM ANOTHER INSTITUTION WILL EXECUTE AN ENROLLMENT AGREEMENT WITH ADJUSTED TOTAL COSTS BASED ON THOSE UNITS. UPON ENROLLMENT A FULL TIME STUDENT IS EXPECTED TO PAY EITHER THROUGH CASH PAYMENT (INSTALLMENT PAYMENT ARRANGEMENTS MAY BE MADE WITH THE OFFICE OF THE BURSAR), OR VIA AN APPROVED FINANCIAL AID APPLICATION (NOTE THAT THE TOTAL ESTIMATED PROGRAM COSTS FOR TRANSFER STUDENTS AND THE TOTAL FIRST TRIMESTER ESTIMATED COSTS WILL DEPEND RESPECTIVELY ON THE NUMBER OF CREDITS APPROVED FOR TRANSFER, AND THE NUMBER OF CREDITS TAKEN EACH TRIMESTER.)

22. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

23. _____ **Initial here**
"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME. ENROLLMENT IS HEREBY AGREED TO AND ACCEPTED:

Student

Name: _____

Signature: _____

Address: _____

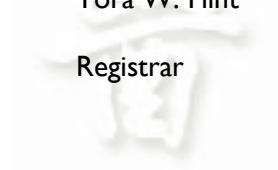
Email: _____

Yo San University

by: *Tora W. Flint*

Name: Tora W. Flint

Title: Registrar



2019 TUITION & ADMINISTRATIVE FEE SCHEDULE

MATCM PROGRAM

Effective January 1, 2019

Tuition

| | |
|--|------------------|
| Didactic (Classroom) Units: 1 unit = 15 hours | \$290 per unit |
| Clinic Units: 1 clinic unit = 30 hours | \$448 per unit |
| Observation Units: 1 observation unit = 30 hours | \$448 per unit |
| Clinic Externship Unit: 1 externship unit = 60 hours | \$896 per unit |
| Herb Lab: 1 herb lab unit = 15 hours | \$70 per unit |
| Auditing a Course | \$100 per course |

Registration Fees

| | |
|---------------------|----------------------|
| Continuing Students | \$60 per trimester |
| New Students | \$100 Non-refundable |
| Late Registration | \$100 |

Application Fees

| | |
|------------------------|----------------------|
| New Students | \$75 Non-refundable |
| International Students | \$150 Non-refundable |

Exam Fees

| | |
|--------------------------|--|
| Make-up Exam | \$100 per exam |
| First Comprehensive Exam | \$75 |
| Pre-Clinical Exam | \$100 (for all 4 components) |
| Graduation Exam | \$150 (Retake \$75) |
| Challenge Exam | 50% of course tuition, \$350 maximum per course. |

Miscellaneous Services Fees

| | |
|--|--|
| Add-Drop Charge Fee | \$20 per submission |
| Clinic Professional Liability Fee | \$100 per trimester |
| Student Association Fee | \$15 per trimester |
| Graduation Fee | \$250 |
| Official Transcript Requests | \$10 per request |
| Transfer Credit | \$50 per course for up to five courses; \$250 for five or more courses |
| Document Request Fee (photocopy of records) | \$1 per page |
| Late Tuition Payment | \$50 for missing the first payment due-date; \$100 for missing the second payment due-date. |
| Returned Checks, Check Re-Issue, or Stop Payment | \$35 |
| Student Tuition Recovery Fund | \$0 (Effective 1/1/2015. Rate is subject to change.) Non-refundable |

All tuition and fees are subject to modification annually by the University Board of Trustees. To give fair notice to our students, any changes are announced each July before implementation on January 1 of the following year.

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2015 & 2016

Master of Acupuncture and Traditional Chinese Medicine (MATCM)
Program Length: 4 years

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 |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2016 | 61 | 61 | 21 | 34% |
| 2015 | 72 | 72 | 17 | 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 |
|---------------|--|-----------------------------------|----------------|----------------------|
| 2016 | 61 | 61 | 22 | 36% |
| 2015 | 72 | 72 | 31 | 43% |
| 2014 | 65 | 65 | 26 | 40% |
| 2013 | 66 | 66 | 52 | 79% |

Student's Initials: _____ Date: _____

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

**Master of Acupuncture and Traditional Chinese Medicine (MATCM)
Program Length: 4 years**

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

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2016 | 61 | 22 | 22 | 18 | 81% |
| 2015 | 72 | 31 | 29 | 29 | 100% |

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 from the Office of the Registrar (registrar@yosan.edu)

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 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2016 | 12 | 6 | 18 |
| 2015 | 6 | 23 | 29 |

Single Position vs. Concurrent Aggregated Position

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2016 | 7 | 11 | 18 |
| 2015 | 16 | 13 | 29 |

**Master of Acupuncture and Traditional Chinese Medicine (MATCM)
Program Length: 4 years**

Self-Employed / Freelance Positions

| Calendar Year | Graduates Employed who are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---------------|---|---------------------------------------|
| 2016 | 11 | 18 |
| 2015 | 20 | 29 |

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 |
|---------------|--|---------------------------------------|
| 2016 | 4 | 18 |
| 2015 | 1 | 29 |

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

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

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.

**Master of Acupuncture and Traditional Chinese Medicine (MATCM)
Program Length: 4 years**

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 |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2016 | 22 | 18 | 17 | 1 | 94% |
| 2015 | 29 | 29 | 23 | 6 | 79% |

Student's Initials: _____ Date: _____

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

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 Years | Graduates Available for Employment | Graduates Employed in Field | Salary/Wage Ranges | | | | | | | | | | | | No Salary Information Reported |
|----------------|------------------------------------|-----------------------------|--------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|--------------------------------|
| | | | 0-5k | 6-10k | 11-15k | 16-20k | 21-25k | 26-30k | 41-45k | 51-55k | 61-65k | 76-80k | 86-90k | >100k | |
| 2016 | 22 | 18 | 2 | | | | | | 1 | 1 | | 1 | | | 13 |
| 2015 | 29 | 29 | 1 | 1 | | | | 1 | 2 | 2 | | 2 | | 2 | 18 |

A list of sources used to substantiate salary disclosures is available from the Office of the Registrar (registrar@yosan.edu)

Student's Initials: _____ Date: _____

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

Master of Acupuncture and Traditional Chinese Medicine (MATCM)
Program Length: 4 years

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$62,300. 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. | The percentage of enrolled students in 2016 receiving federal student loans to pay for this program. | The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution. | The percentage of graduates in 2016 who took out federal student loans to pay for this program. |
|---|---|--|--|
| 1.7% | 68% | \$136,026 | 82% |

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:** _____

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 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

Tom W. Flint

Date 1/7/2019

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.