



17156 Bellflower Blvd. Bellflower, CA 90706

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**SCHOOL PERFORMANCE FACT SHEETS**

2015 – 2016 Calendar Years

**WPG100: Wordprocessing & Computer Graphics (16 - 24 Weeks)**

\_\_\_\_\_ Student Name

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

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

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	On-Time Graduates	On-Time Completion Rate
2016	0	0	0	100%
2015	0	0	0	100%

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

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

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

Calendar Year	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	0	0	0	0	100%
2015	0	0	0	0	100%

A list of employment positions determined to be in the field for which a student received training is available from the school upon request.

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**Gainfully Employed Categories**

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

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

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	0	0
2015	0	0	0

**Single Position vs. Concurrent Aggregated Position**

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

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	0	0	0
2015	0	0	0

**Self-Employed / Freelance Positions**

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

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2015	0	0

**Institutional Employment (includes data for the two calendar years prior to reporting)**

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	0	0
2015	0	0

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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
2016	N/A	N/A	N/A	N/A	N/A
2015	N/A	N/A	N/A	N/A	N/A

\*No Additional exam is required post graduation for which these statistics apply.

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**Annual Salary and Wage Information**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages Reported for Graduates Employed in the Field				
			\$15,000 to \$25,000	\$25,001 to \$35,000	\$35,001 +	Varies	No Salary Information Reported
2016	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school upon request.

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$24,999. Additional charges may be incurred if the program is not completed on-time.

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

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Students at College of Instrument Technology are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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 Dr., Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), P: 888.370.7589 or 916.263.1897, 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



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## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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## **Student's Right to Cancel**

You have the right to cancel this enrollment 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 Notice of Cancellation at the address of the School shown on the top of the first page of this Enrollment Agreement. You can do this by mail, hand delivery, telegram, fax, or email. 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 this Agreement. You will be given two Notices of Cancellation forms to use at the first day of class, but 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 them to the School within thirty (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 to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this 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. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

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

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