



**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2020 & 2021**

**Business Administrative Specialist – 38 Weeks**

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

*Includes data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---------------|--|-----------------------------------|-----------------------------|-------------------------|
| 2020          | 16                                       | 14                                | 2                           | 18%                     |
| 2021          | 15                                       | 15                                | 4                           | 26%                     |

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 |
|---------------|--|-----------------------------------|----------------|----------------------|
| 2020          | 16                                       | 14                                | 11             | 78%                  |
| 2021          | 15                                       | 15                                | 10             | 66%                  |

\*\*Included if the program is more than one year in length.

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 |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2020          | 16                                   | 14                  | 9                                  | 8                               | 88%                                    |
| 2021          | 15                                   | 10                  | 9                                  | 9                               | 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. (

**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 |
|---------------|---|--|---------------------------------------|
| 2020          | 3   | 5  | 8                                     |
| 2021          | 0   | 9  | 9                                     |

**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 |
|---------------|--|--|---------------------------------------|
| 2020          | 8  | 0  | 8                                     |
| 2021          | 9  | 0  | 9                                     |



**Self-Employed / Freelance Positions**

| <b>Calendar Year</b> | <b>Graduates Employed who are Self-Employed or Working Freelance</b> | <b>Total Graduates Employed in the Field</b> |
|----------------------|--|--|
| 2020                 | 0  | 8  |
| 2021                 | 0  | 9  |

**Institutional Employment**

| <b>Calendar Year</b> | <b>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.</b> | <b>Total Graduates Employed in the Field</b> |
|----------------------|---|--|
| 2020                 | 0   | 8  |
| 2021                 | 0   | 9  |

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

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



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

**There is no license requirement for this program**

| 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 |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2020          | 0                                    | 0                               | 0                                      | 0                                      | 0            |
| 2021          | 0                                    | 0                               | 0                                      | 0                                      | 0            |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**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 Year | Graduates Available for Employment | Graduates Employed in Field | \$25,001 - \$30,000 | \$30,001 - \$35,000 | \$35,001 - \$40,000 | \$40,001 - \$45,000 | No Salary Information Reported |
|---------------|------------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|
| 2020          | 9                                  | 8                           | 5                   | 3                   | 0                   | 0                   | 0                              |
| 2021          | 9                                  | 9                           | 1                   | 3                   | 4                   | 1                   | 0                              |

A list of sources used to substantiate salary disclosures is available from the school. [This information can be obtained from the Office of Career Services.](#)

Student's 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 2020: \$14,426.12

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

Total charges for the program for students completing on time in 2021: \$14,625.00

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

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

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

**Federal Student Loan Debt**

| Calendar Year(s) | Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup> | The percentage of enrolled students in 2020/21 receiving federal student loans to pay for this program. | The percentage of graduates in 2020/21 who took out federal student loans to pay for this program. | The average amount of federal student loan debt of 2020/21 graduates who took out federal student loans at this institution. |
|------------------|---|---|--|--|
| 2020             | 2.5%  | 84%   | 90%  | \$7,069  |
| 2021             | 1.4%  | 80%   | 100%   | \$7,845  |

<sup>1</sup>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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
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**

A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The Institutions shall refund 100 percent (100%) of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars (\$200.00), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

A refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent (60%) or less of the period of attendance shall be a pro rata refund.

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Cancellation shall occur when you have given notice of cancellation to the campus of High Desert Medical College listed on the top of the page of this agreement or verbally to the Director of Admissions. The notice of cancellation, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Director of Admissions." The 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.

If the school has given you any equipment, including books or other materials, you must return them to the school within ten (10) 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 ten (10) day period, the school will 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 issue a refund, less any non-refundable fees and deduction for equipment not returned within the ten (10) day period and in good condition, within 45 days after your notice of cancellation is received.

Please initial below to indicate that you have read and understood the information presented above

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

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