

SCHOOL PERFORMANCE FACT SHEET

2015 & 2016 Calendar Years

Program: MS Office Foundations - 138 hours

On-Time Completion Rates (Graduation Rates)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Graduates	Completion Rate
2015	2	1	1	100%
2016	3	3	2	67%

Student's Initials: _____ Date: _____

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

Job Placement Rates

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
2015	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. 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.				
2016	3	2	2	2	66%

Students are entitled to a list of the job classifications considered to be in the field of this educational program. You can view the list on the institution's website at <http://www.academyx.net/enrollment/disclosures/>

Gainfully Employed Categories

Part-Time vs Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	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. 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.		
2016	0	0	2

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
2015	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. 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.		
2016	2	0	2

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	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. 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.	
2016	0	2

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
2015	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. 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.	
2016	0	2

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 2 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	\$30,000 to \$35,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$90,001 to \$95,000	\$95,001 to \$100k	No Salary Reported
2015	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.							
2016	3	2	2	-	-	-	-	-

When graduates did not specify their income, but did provide a job title, we used the EDD Labor Market Info web site to estimate their salary based on job title. If a student did not respond to our queries but their LinkedIn profile indicated they had gotten a job within 6 months of program completion, we assumed it to be accurate. The EDD salary figures are available at www.academyx.net/enrollment/disclosures/.

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 2016: **\$5,000**. 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.

Student Loan Information

Students at AcademyX 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: _____

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: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, 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 - Print

School Official Signature

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.

“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

I understand that I have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. I understand that cancelling a program must be sent, in writing, by email or postal mail, to the training coordinator at the AcademyX branch where I am taking classes. The effective cancellation date is the date of email postmark or in-person delivery. I understand if I choose to cancel this program I must do so by _____.

DISMISSAL AND REFUND

Students may be dismissed on the basis of lack of attendance or a student’s conduct. Refund policy shall be the same for dismissals as for voluntary cancellations and withdrawals.

CANCELLATION OF CONTRACT AND REFUND

AcademyX will refund 100% of the amount paid for institutional charges, less the books/equipment/lab, assessment, registration and STRF fees in an amount not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made before attendance at the first class session, or the seventh class day after enrollment, whichever is later.

WITHDRAWALS AND PRO-RATED REFUNDS

If a student withdraws from an educational program prior to completing 60% of the program, the student is entitled to a pro rata refund of charges paid. The refund calculation shall be:

(Total Charges Paid - Total Nonrefundable Charges) - [((Total Charges - Total Nonrefundable Charges)/Number of Days or Hours in Program) x Number of Days or Hours Student Attended]

Example:

A student registers for a 72-hour course with list price of \$1950. Student pays \$1035 composed of: \$975 in tuition (the other half due later) and \$60 of non-refundable books, equipment, lab, assessment, registration and STRF fees. Student withdraws from course after attending 24 hours of instruction. Refund is:

$$(\$1035 - \$60) - ((\$1,950 - \$60) / 72 * 24) = \$345$$

$$\$975 - (\$1,890 / 72 * 24) = \$345$$

$$\$975 - \$630 = \$345$$

$$\$345 = \$345 \text{ refund due}$$