**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS 2021 & 2022**

 **MicroComputer Office Specialist - (600 Hours)**

**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** |
| --- | --- | --- | --- | --- |
| 2021 | 0 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 | 0 |

**Student’s Initial:\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

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

**150% TABLE OPTIONAL ↓**

**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** |
| --- | --- | --- | --- | --- |
| 2021 | 0 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 | 0 |

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

**Student’s Initial:\_\_\_\_\_\_\_ 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** | **Employed in the Field**  | **Placement Rate % Employed in the Field**  |
| --- | --- | --- | --- | --- | --- |
| 2021 | 0 | 0 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 | 0 | 0 |

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. To obtain this list, please ask an institutional representative or you can review the list of the institution’s website at <http://www.schoolofchoice.com/jobclassifications>.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

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

| **Calendar Year** | **Graduates 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** |
| --- | --- | --- | --- |
| 2021 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 |

**Single Position vs. Concurrent Aggregated Position**

| **Calendar Year** | **Graduates Employed in the Single Position** | **Graduates Employed in the Field in Concurrent Aggregated Positions** | **Total Graduates Employed in the Field**  |
| --- | --- | --- | --- |
| 2021 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 |

**Self-Employed / Freelance Positions**

| **Calendar Year** | **Graduates Employed who are Self-Employed or Working Freelance** | **Total Graduates Employed in the Field**  |
| --- | --- | --- |
| 2021 | 0 | 0 |
| 2022 | 0 | 0 |

**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**  |
| --- | --- | --- |
| 2021 | 0 | 0 |
| 2022 | 0 | 0 |

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

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

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

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.

**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)**

**Licensing Exams are not required for the program.**

**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 The Field** | **$20,000- $34,000** | **$35,000- $39,000** | **$40,000- $44,000** | **$45,000- $49,000** | **No Salary Information** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

**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 2021: $9,700.00

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

Total charges for the program for students completing on time in 2022: $9,700.00

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**.

Students at The Providence College 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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (918) 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 canceled 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 a 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.

**STUDENTS RIGHT TO CANCEL**

***"STUDENT'S RIGHT TO CANCEL," the student has* the right to cancel the 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.**

**(2) 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.**

**(f) If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (g) If the 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: (1) 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.**

**(2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.**

**1.You have the right to cancel this agreement for educational services including any equipment and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the School will refund any money that you paid within 30 days after your notice is received.**

**2.Students are advised that notification of withdrawal or cancellation must be made in writing.**

**TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THE CANCELLATION NOTICE NOT LATER THAN**

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

**Institute Director**

 **The Providence College**

 **9471 Slauson Ave.**

 **Pico Rivera CA 90660**

 **Fax 562-949-9868**

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**STUDENT SIGNATURE**

 **(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**