



7283 Engineer Road Suite H San Diego CA 92111
Telephone: (858) 836-1420 www.theaccountingacademy.com

Small Business Accounting & Bookkeeping Training Program

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

THE ACCOUNTING ACADEMY
7283 Engineer Road Suite H San Diego CA 92111
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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Small Business Accounting & Bookkeeping
Training Program (600 Hours)

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**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020**

**Small Business Accounting & Bookkeeping
Training Program (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 Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2019	48	43	43	100%
2020	28	26	26	100%

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

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a

Student's Initials: _____ Date: _____

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CALENDAR YEARS 2019 & 2020

Small Business Accounting & Bookkeeping
Training Program (600 Hours)

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
2019	48	43	31	27	87%
2020	28	26	16	15	94%

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 by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

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 at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	27	27
2020	0	15	15

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
2019	0	27	27
2020	0	15	15

SCHOOL PERFORMANCE FACT SHEET
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Small Business Accounting & Bookkeeping
Training Program (600 Hours)

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	5	27
2020	0	15

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
2019	0	27
2020	0	15

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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

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**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020****Small Business Accounting & Bookkeeping
Training Program (600 Hours)****License Examination Passage Rates***Includes data for the two calendar years prior to reporting*

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2019	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a

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	\$20,001-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2019	31	27	1	0	0	3	23
2020	16	15	0	0	0	0	15

A list of sources used to substantiate salary disclosures is available from the school by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

Student's Initials: _____ Date: _____

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

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**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020**

**Small Business Accounting & Bookkeeping
Training Program (600 Hours)**

Cost of Education Program

Total charges for the program for students completing on-time in 2019: \$ 9,500.

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

Total charges for the program for students completing on-time in 2020: \$9,500.

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

Students at **The ACCOUNTING ACADEMY** 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 licensing 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 (916) 263-1897

Student Name - Print

Student Signature

Date

School Official

Date

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Small Business Accounting & Bookkeeping
Training Program (600 Hours)

DEFINITIONS – Page 1 of 2

1. "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.
2. "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.
3. "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.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "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.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "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.
9. "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.

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Small Business Accounting & Bookkeeping
Training Program (600 Hours)

DEFINITIONS – Page 2 of 2

10. "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.
11. "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.
12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
13. "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.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

**Small Business Accounting & Bookkeeping
Training Program (600 Hours)**

STUDENT'S RIGHT TO CANCEL (Page 1 of 3)

Overview

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later. **The seventh day after enrollment to cancel this Enrollment Agreement is**

Students Who Receive Federal Student Financial Aid Funds

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Rejection of Student Applicant

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

School Program Cancellation

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

Student Withdrawal or Cancellation Prior to Start of Class or No Show

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

Student Withdrawal or Cancellation from First Session through 7th Business Day

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

ACCOUNTING ACADEMY

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Small Business Accounting & Bookkeeping Training Program (600 Hours)

STUDENT'S RIGHT TO CANCEL (Page 2 of 3)

School Closures

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at www.bppe.ca.gov, telephone (916) 574-8900, or fax number (916) 263-1897.

Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**Small Business Accounting & Bookkeeping
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STUDENT'S RIGHT TO CANCEL (Page 3 of 3)

(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.



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Administrative Assistant
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CALENDAR YEARS 2019 & 2020

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Administrative Assistant
(234 Hours)

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Administrative Assistant
(234 Hours)

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	Number of On-Time Graduates	On-Time Completion Rate
2019	48	45	45	100%
2020	28	27	27	100%

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

Not applicable: program is less than one year in length.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a

Student's Initials: _____ Date: _____

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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Administrative Assistant
(234 Hours)

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
2019	48	45	18	15	83%
2020	28	27	13	13	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 by contacting the Education Director at Telephone: (858) 836-1420 Fax: (858) 836-1438 or by Email at wsetterlund@theaccountingacademy.com

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
2019	1	14	15
2020	0	13	13

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
2019	15	0	15
2020	13	0	13

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Administrative Assistant
(234 Hours)

Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	1	14
2020	0	13

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
2019	0	26
2020	0	13

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 workday 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 only small percentage of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

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

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Telephone: (858) 836-1420 www.theaccountingacademy.com**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020****Administrative Assistant
(234 Hours)****License Examination Passage Rates***Includes data for the two calendar years prior to reporting*

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2019	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a

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	\$20,001-\$35,000	\$35,001-\$40,000	\$40,001-\$45,000	\$45,001-\$50,000	No Salary Information Reported
2019	15	15	1	0	0	0	14
2020	13	13	0	0	0	1	12

A list of sources used to substantiate salary disclosures is available from the school by contacting the Education Director at: Telephone: (858) 836-1420 Fax: (858) 836-1438 or by email: wsetterlund@theaccountingacademy.com

Student's Initials: _____ Date: _____

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**SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020**

**Administrative Assistant
(234 Hours)**

Cost of Education Program

Total charges for the program for students completing on-time in 2019: \$ 5,500.
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2020: \$5,500.
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

Students at **The ACCOUNTING ACADEMY** 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 licensing 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 (916) 263-1897

Student Name - Print

Student Signature

Date

School Official

Date

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2019 & 2020

Administrative Assistant
(234 Hours)

DEFINITIONS – Page 1 of 2

1. "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.
2. "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.
3. "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.
4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
6. "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.
7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
8. "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.
9. "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.

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DEFINITIONS – Page 2 of 2

10. "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.
11. "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.
12. "First Available Exam Date" is the first licensing Exam date available after you have completed a program.
13. "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.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

**Administrative Assistant
(234 Hours)**

STUDENT'S RIGHT TO CANCEL (Page 1 of 3)

Overview

The student has the right to cancel and obtain a refund of charges paid through attendance from the first-class session, or the seventh business day after enrollment, whichever is later. **The seventh day after enrollment to cancel this Enrollment Agreement is**

Students Who Receive Federal Student Financial Aid Funds

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Rejection of Student Applicant

If a student application is rejected for enrollment by the school, a full refund of tuition monies paid will be made to the applicant.

School Program Cancellation

If the school cancels a program after a student's enrollment, the school will refund all monies paid by the student.

Student Withdrawal or Cancellation Prior to Start of Class or No Show

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the non-refundable \$100 registration fee as described within this catalog and in the school's enrollment agreement.

Student Withdrawal or Cancellation from First Session through 7th Business Day

Students have a right to withdraw or cancel their Enrollment Agreement for school, without any penalty or obligation, within the seventh business day from the first day of the initial class session. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

Student Refund Re Withdrawal or Cancellation after 7th Business Day of First Session

Students have a right to withdraw or cancel training at the school at any time after the seventh day of the first session and have a right to receive a refund for that part of the course not taken on a pro-rata basis in accordance with Section 71750 of the California Private Postsecondary Education Act of 2009 described on the next page. A withdrawal or cancellation notice must be submitted in writing to the school Education Director.

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STUDENT'S RIGHT TO CANCEL (Page 2 of 3)

School Closures

If the school closes before a student graduates, a student may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, web site address at www.bppe.ca.gov, telephone (916) 574-8900, or fax number (916) 263-1897.

Withdrawals and Refunds Sec.71750 California Private Postsecondary Education of 2009

(a) The school will make refunds that are no less than the refunds required under Section 71750 of the California Private Postsecondary Education Act of 2009.

(b) The school will not enforce any refund policy that is not specified in the school catalog as required pursuant to section 94909(a)(8)(B) of the California Education Code, and it will refund all institutional charges upon student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code will be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) will be refunded.

(3) Except as provided herein, all amounts that the student has paid will be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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**Administrative Assistant
(234 Hours)**

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(4) For purposes of determining a refund under the Act and this section, a student will be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(5) If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution will refund the money to the student within 45 days of the student's withdrawal or cancellation.

(6) The institution will refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.