



**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2014& 2015**

COMPUTER OFFICE SPECIALIST

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
2015	18	18	9	50%
2014	11	11	9	82%

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
2015	18	18	3	17%
2014	11	11	1	9%

**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)

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.

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	0	0	0	0	0
2014	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. You may find the information in the Catalog Under (SOC) Standar Occupational Clasification. and/or receive a copy of the (SOC) for you review.

Gainfully Employed Categories

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

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.

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
2015	0	0	0
2014	0	0	0

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	0	0	0
2014	0	0	0



Self-employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	0	0
2014	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
2015	0	0
2014	0	0

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)

No programs require Licensing Exams

Salary and Wage Information

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

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.

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2015	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. You may obtain this information from your admissions representative or your school assigned student coordinator.

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 2015 was**\$5,975**. 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.

Federal Student Loan Debt

Students at INTECH 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.

INTECH COLLEGE is eligible, but chooses not to participate in federal student aid programs. Therefore students who attend this institution do not have federal student loans

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 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

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 month 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 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.

Who



STUDENT'S RIGHT TO CANCEL

If the student is rejected from training by the administration of **INTECH College**, the student will received a 100% refund of all monies paid. Students who are accepted into their chosen course, have a right to withdraw from a program of instruction at any time. You may cancel your training without any penalty or obligation at any time.

CALCULATION OF PRORATED REFUND: The refund shall be calculated as follows:

1. Deducting the registration fee of \$150.00 from the total cost of training
2. Dividing the tuition by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
5. The refund will be any amount in excess that was paid by the student's third-party.

TUITION REFUNDS AND CREDIT: The Institution shall pay or credit refunds due within **45**days following the date upon which the student withdrawal has been determined.

MATERIALS AND TOOLS: The student must return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following The date of the student's withdrawal. The Institute will refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within **45** days following the date of the student's withdrawal, the Institute will offset against the refund calculated.

TUITION REFUNDS TO THIRD-PARTY STUDENTS: Tuition refunds for students whose training is paid by a third-party (i.e. workers compensation insurance carrier, The South Bay Work Source Investment Board (SBWIB) workforce Centers, etc.), refunds shall be made to that third party first. Any excess refunds, if any, will be made to the student. Their respective Vocational Counselor will receive a **Notice of Refund** stating the amount of the refund and to whom the refund was made with a copy of the check.

TUITION REFUND AFTER CLASSES BEGIN:

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first class session or the **seventh (7th) day after enrollment**, whichever is later.

A student must withdraw or cancel by or before the date that the student completes **60 percent** of the attendance period, in order to receive the pro-rate refund according the Refund Table.



A student will **not be eligible for a refund**, if the student withdraws or cancels after the 60.1 percent of the attendance period.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

1. **Cancellation must be done in writing**, and the Student shall be refunded all monies paid within 45 days after receipt of the notice.
2. If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days.
3. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.
4. The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table.
5. You have failed to attend classes for a three-week period with proper authorization.
6. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.
7. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.(CEC 94911(f))
8. If the student defaults on a federal or state loan, both the following may occur::
 - a) 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.
 - b) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.. (CEC 94911(g)(1)(2))
9. If the student received federal student financial aid funds, the student is entitled to a refund of moneys no paid from federal student financial aid program funds.



10. EXAMPLE OF REFUND TABLE

Period of Attendance on a Percentage Basis

PROGRAMS	10%	25%	50%	60%
Computer Set-up/ Maintenance and Operator 480 Hours \$6,000	48 Hrs. \$5,400	120 Hrs. \$4,500	240 Hrs. \$3,000	288 Hrs. \$2,400
Computer Office Specialist 390 Hours \$5,000	39 Hrs. \$4,500	98 Hrs. \$3,750	195 Hrs. \$2,500	234 Hrs. \$2,000
Diversified Photography 432 Hours \$ 6,000	43 Hrs. \$5,400	108 Hrs. \$4,500	216 Hrs. \$3,000	259 Hrs. \$2,400
Light Duty Auto-Mechanic 640 Hours \$6,000	64 Hrs. \$5,400	160 Hrs. \$4,500	320 Hrs. \$3,000	384 Hrs. \$2,400
Engine Performance 162 Hours \$1,440	16.20 Hrs. \$1,296	40.5 Hrs. \$1,080	81 Hrs. \$720	97.20 Hrs. \$576

11. In case of prolonged illness or accident, death in family or other circumstances that make it impractical to complete the program, the School shall make a settlement which is reasonable and fair to both parties taking into consideration the School's Refund Policy.
12. You may cancel this Enrollment Agreement and receive a refund computed by the accrual method by providing a written notice to: **INTECH College, 10012 Garvey Avenue, # 7– El Monte, CA 91733 attn.: Jacqueline Vigil, School Director,**

Student Signature _____ **Date** _____