

**2024 Orange County EMT Enrollment Agreement**  
**Course Location: 26489 Rancho Parkway South, Lake Forest, CA 92630**

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I, \_\_\_\_\_, am enrolling in the Emergency Medical Technician Basic program provided by Orange County EMT. I understand the course requirements set forth by Orange County EMT and the procedures to obtain an EMT 1 license through the State of California and Orange County EMS. I understand that this course is 212 hours, and that I must achieve an 70% on the Final Exam along with successfully completing all skills required by the state with a passing score in order to achieve course completion. I understand that only after receiving a course completion I am eligible to take the National Registry Exam, which I must successfully pass in order to apply for a County EMT 1 License. This Enrollment Agreement is valid for a period from the first day of class: ***Start date through the last day of class.*** *I acknowledge that this Enrollment Agreement is legally binding when signed by the student and accepted by ORANGE COUNTY EMT.*

**Fees**

COURSE FEE- \$1,400.00

DEPOSIT/REGISTRATION FEE- THERE IS A \$500 ENROLLMENT FEE REQUIRED TO ENROLL IN THE COURSE WHICH INCLUDES A \$250 DOLLAR NON-REFUNDABLE REGISTRATION FEE. THE \$500 DOLLAR ENROLLMENT FEE IS SUBTRACTED FROM THE TUITION WITH THE BALANCE TO BE PAID IN FULL ON OR BEFORE THE FINAL PAYMENT DUE DATE AS OUTLINED IN THE TUITION INSTALLMENT CONTRACT.

**Schedule of Charges**

THE COURSE FEE OF \$1,400 COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$500 DOLLAR ENROLLMENT FEE WHICH IS DUE AT SIGNING AND IS DEDUCTED FROM THE TOTAL FEE OF THE CLASS.

**STUDENT TUITION RECOVERY FUND: Non-Refundable (\$2.50 dollars per \$1,000 institutional charge)**

Students are responsible for any fees charged by the National Registry, State of California EMS, County EMS for licensure, and DOJ Live Scan Background.

**Loans**

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.

**Refund Statement**

Orange County EMT has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event a course is cancelled, a student does not enter the course in which they enrolled or does not complete the period of enrollment for which the student has been charged.

## EMT Program Fees

<b>Item</b>	<b>Cost</b>
Enrollment Fee:	\$250.00
Student Tuition Recovery Fund Fee (non-refundable)	\$2.50
<b>Tuition</b>	<b>\$1,400.00</b>
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<b>Required Course Material</b>	
Textbook - Emergency Care & Transportation of the Sick & Injured, Digital Advantage Package	\$174.17
FISDAP Assessment Package	\$94.50
Uniform: First Tactical Pants/Polo; optional boots and belt	\$120- \$300
EMS Health Clearance Records	\$25-\$50
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<b>Optional</b>	
OCEMT Student Background Check <i>(required for clinical Observations)</i>	\$39
AHA BLS for Healthcare Provider Course	\$50
Tutoring	\$60.00 hour
Housing	\$2,000.00- \$3,200.00
Assessment fee for transfer of units	N/A
Fees to Transfer Credits	N/A
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<b>Post Course Fees: Required for Certification/Licensure</b>	
National Registry Practical Exam	\$80.00
National Registry written exam application fee	\$80.00
State of California EMT Licensing Fee	\$75.00
Live Scan	\$70- \$125
Estimated Cost:	\$2,000.00

## Refund Procedure

1. Notify Administration of your intention to drop Course through email, writing, phone, or in person.
2. Administration will confirm your request to drop has been received.
3. The date of confirmation will start the Refund period.
4. Refund amounts will be issued per the Criteria listed below.
5. Refunds will be issued by credit card on file or by check to the address listed at the time of enrollment.
6. Refunds, when due, must be made without requiring a request from the student.
7. Refunds, when due, shall be made within 45 days:
  - a. of the last day of attendance if written notification of withdrawal has been provided to Orange County EMT by the student
  - b. from the date Orange County EMT terminates the student or determines withdrawal by the student.
  - c. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$250.

### Refunds for Classes Canceled by Orange County EMT

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

### Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$250 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

### Refund Period

The refund period begins on Class Day One 1/8/2024 and ends on Class Day Fifteen 2/8/2024.

### Refund Policy

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.

### The following guidelines apply to all refunds:

- A. Students who exit the Program after attending Orientation will have the following Program Expenses deducted from their refund:
  - a. Registration Fee: \$ 250.00
  - b. Uniform Fee: \$ 100.00

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Total Deductions: \$ 350.00

- B. Refunds are determined by the day the Course Withdraw Form is received or after the student's 3<sup>rd</sup> consecutive absence if no Course Withdraw Form is received.
- C. There are no refunds provided to students after Class Day Fifteen.

**Refunds After Course Commences:**

<b>Exit Point</b>	<b>Percent of Completion</b>	<b>Percent Refunded</b>	<b>Amount Refunded</b>
Class Day One	3.8%	96.2%	\$ 1,010.10
Class Day Two	7.6%	92.4%	\$ 970.20
Class Day Three	11.5%	88.5%	\$ 929.25
Class Day Four	15.4%	84.6%	\$ 888.30
Class Day Five	19.2%	80.8%	\$ 848.40
Class Day Six	23.1%	76.9%	\$ 807.45
Class Day Seven	26.9%	73.1%	\$ 767.55
Class Day Eight	30.8%	69.2%	\$ 726.60
Class Day Nine	34.6%	65.4%	\$ 686.70
Class Day Ten	38.5%	61.5%	\$ 645.75
Class Day Eleven	42.3%	57.7%	\$ 605.85
Class Day Twelve	46.2%	53.8%	\$ 564.90
Class Day Thirteen	50%	50%	\$ 525.00
Class Day Fourteen	53.8%	46.2%	\$ 485.10
Class Day Fifteen	57.7%	42.3%	\$ 444.15
Class Day Sixteen	No Refunds	0%	\$ 0.00
Class Day Seventeen	No Refunds	0%	\$ 0.00
Class Day Eighteen	No Refunds	0%	\$ 0.00
Class Day Nineteen	No Refunds	0%	\$ 0.00
Class Day Twenty	No Refunds	0%	\$ 0.00
Class Day Twenty-One	No Refunds	0%	\$ 0.00
Class Day Twenty-Two	No Refunds	0%	\$ 0.00
Class Day Twenty-Three	No Refunds	0%	\$ 0.00
Class Day Twenty-Four	No Refunds	0%	\$ 0.00
Class Day Twenty-Five	No Refunds	0%	\$ 0.00
Class Day Twenty-Six	No Refunds	0%	\$ 0.00

**Financial Aid**

OCEMT does not offer financial aid but will set up payment contracts for those who need assistance.

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.

**Complaint Procedure**

“A student or any member of the public may file a complaint about this institution with Bureau of Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau’s Internet Web “[www.bppe.ca.gov](http://www.bppe.ca.gov)”

**Student Grievance Procedure**

If you feel that your rights have been violated follow the procedure below:

- A) Informal Process- Notify instructor and or Administrative Faculty  
*If Unresolved, File a formal complaint.*
- B) Formal Process- Send a written complaint to the Chief Administrative Officer  
*If Unresolved, Formal Process continues.*
- C) Investigation: OCEMT will investigate the grievance & will respond within 2 weeks of filing  
*If Unresolved, file an appeal within 5 days of decision.*
- D) Send a written appeal to OCEMT Board of Trustees through the Program Director: A decision will be given to the student within 30 days of receiving the written complaint.  
*Unresolved, send a written complaint to the BPPE.*

“Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau of Private Postsecondary Education.”

## Questions

“Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau of Private Postsecondary Education.”

### **Bureau of Private Postsecondary Education**

1747 North Market Blvd., Suite 225  
Sacramento, CA 95834  
Phone Number: (916) 574-89000  
Toll Free: (888) 370-7589  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Student Tuition Recovery Fund**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(a) In addition to the statement required under subdivision (b) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 431-6959.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator

or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## **Student Disclosures**

### **STUDENTS RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance of the first class, or the seventh day after enrollment, whichever is later.

### **Enrollment Agreement Cancellation Procedure**

A student requesting cancellation of their Enrollment Agreement must do so verbally and in writing to the Program Director. The student will then sign a “Cancellation of Enrollment” form which will be stored with the students original Agreement.

### **Transferability of Units**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Orange County EMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (**Course Completion Certificate**) you earn in Orange County EMT is also at the complete discretion of the institution to which you may seek to transfer. If the (**Course Completion Certificate**) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Orange County EMT to determine if your (**Course Completion Certificate**) will transfer.”

### **Received Documents Prior to Signing Statement-**

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

**Student's Initials** \_\_\_\_\_

### **Medical Insurance**

Students are responsible for their own Medical Insurance to cover any health-related issues during the Didactic, Clinical, and Field Internship sections of the course, including any exposures that require medical attention during the Program.

**Student's Initials** \_\_\_\_\_

**Loans Guaranteed By the Government-**

"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 assistance until the loan is repaid.

**BPPE Statement:**

"Orange County EMT's Emergency Medical Technician Program has been approved to operate by the California Bureau for Private Post -Secondary Education. Approval means the institution has been approved to operate and that approval means compliance with state standards as set forth in the California Private Postsecondary Act of 2009. This is a privately owned and operated training program." As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the school's performance fact sheet, which must be provided to you prior to signing an enrollment agreement." Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**Bureau for Private Postsecondary Education**

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Sacramento, CA 95834  
Phone Number: (916) 574-89000  
Toll Free: (888) 370-7589  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Complaints**

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Questions**

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

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**Complaint**

"A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Received Documents Prior to Signing Statement**

Prior to signing this Enrollment Agreement, you must be given a catalog, brochure, and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if

applicable, prior to signing this agreement.”

**Student's Initials** \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u></b>	<b>\$1,400.00</b>
<b><u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u></b>	<b>\$1,400.00</b>
<b><u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u></b>	<b>\$ 500.00</b>

**Binding Contract-**

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.”

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_





### Course Policies

1. Students will bring all course materials and supplies to class each day.
2. Uniforms will be worn with name tags to class every day.
3. Attendance will be taken at the end of each class (Maximum of 3 absences allowed). Tardiness and/or early class departure without prior notice or instructor approval will be counted as an absence towards overall attendance.
4. Exams will start immediately when class starts- Latecomers will not be admitted. NO EXCEPTIONS.
5. Exams will not be rescheduled unless approved by the Program Director, prior to the exam date.
6. Students will not take the Final Exam unless all fees are paid in full.
7. Students who drop the course and who are on an installment plan are responsible for tuition owed. Tuition will be pro-rated in accordance with the refund policy.
8. Students not achieving a 70% on the final exam will not complete the course regardless of all other previous work and exams.

**By signing below, you understand and agree to the policies listed above.**

**Student Signature:** \_\_\_\_\_

### Orientation Topics

The purpose of the student orientation is to familiarize students with the program and the expectations of the course. The items listed below will be discussed in depth and upon completion students should feel prepared to start the course. ***By signing below, you are confirming that you agree to and understand all of the topics below discussed at orientation.***

1. EMT Course Overview
2. Class Expectations
3. Enrollment Agreement/Course Catalog
4. Payment Plans
5. Course Syllabus
6. Course Academics
7. Academic Probation
8. Student Packet

**Student Signature:** \_\_\_\_\_



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**Orange County EMT  
Emergency Medical Technician Program  
Performance and Facts Sheet Calendar Years 2020 and 2021**

**Emergency Medical Technician: 212 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
2020	551	423	423	77%
2021	376	326	326	87%

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

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



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## Job Placement Rates Calendar Years 2020 & 2021

Calendar Year	Number of Students who began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2020	551	423	300	91	30%
2021	376	326	244	95	39%

You may obtain from Orange County EMT a list of the employment positions determined to be in the field for which a student received education and training. Any and all completion, licensure, and placement information can be accessed upon request through the Administrative Secretary of Orange County EMT.

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

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

## Gainfully Employed Categories Calendar Years 2020 & 2021

### 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
2020	0	91	91
2021	0	95	95



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## Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field as a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2020	359	0	91
2021	95	0	95



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### Self Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	0	91
2021	0	95

### 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
2020	0	91
2021	0	95

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

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



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

**Emergency Medical Technician: 212 Hours**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2020	423	379	300	79	79%
2021	326	273	244	29	89%

*“License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (xx) 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)**

**Emergency Medical Technician: 212 Hours**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$10,001-\$15,000	\$30,000-\$35,000	\$45,001-\$50,000
2020	423	91	N/A	N/A	N/A
2021	244	95	N/A	N/A	N/A

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$50,001-\$55,000	No Salary Information Reported	
2020	423	N/A	N/A	91	
2021	244	N/A	N/A	163	

Students are entitled to a list of the objective resources of information used to substantiate the salary disclosure. To obtain this list, please ask Orange County EMT's Administrative Secretary.

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

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



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## Cost of Educational Program

Total Charges for the Emergency Medical Technician Basic Program for students completing on time in 2020 and 2021: \$1,400.00.

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.**

Orange County EMT is eligible but chooses not to participate in federal student aid programs. Therefore, students here 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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free (888) 370-7589 or (916) 574-8900

\_\_\_\_\_  
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% Completion Rate” is the number of students who completed the program within 150% of the program length, including on time graduates, divided by the number students available for graduation.
- “Graduates Available for Employment” means 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 who 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.



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- “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.



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## **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 a