



**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2017 & 2018**

Legal Assistant Certificate – 8 months

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
2017	0	0	0	0%
2018	1	1	0	0%

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)

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
2017	0	0	0	0	0
2018	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. Please contact an institutional representative at (213) 252-5100.

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

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
2017	0	0	0
2018	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
2017	0	0	0
2018	0	0	0

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2018	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
2017	0	0
2018	0	0



Student's Initials: _____ Date: _____

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License Examination Passage Rates (includes data for the two calendar years prior to reporting) – Not applicable as this program does not lead to state licensure.

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
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: _____ Date: _____

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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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
2017	0	0	0	0	0	0	0
2018	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 at (213) 252-5100.

Student's Initials: _____ **Date:** _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2017: **\$7,252**. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2018: **\$7,252**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ **Date:** _____

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Federal Student Loan Debt

. Although the institution is approved to participate in federal student aid programs, this program is *not* approved, therefore, students who attend this program do not have federal student loans.

Student's Initials: _____ Date: _____

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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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

School Official

Date

Date

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but it is not equivalent to actual performance data. This program was approved by the Bureau on 06/08/2017. As of the school's reporting for December 1, 2020, two full years of data for this program will be available (2018 & 2019 reporting years).

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 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



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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

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The latest day for the student to exercise a right to cancel is: _____

A student may cancel an Enrollment Agreement or withdraw from the University at any time. A 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. If notice of cancellation is given through attendance at the first class session, or the seventh day after enrollment, whichever is later, the student will obtain a full (100%) refund of all tuition paid less the application fee.

A student who withdraws after the first class session, or seventh day after enrollment, whichever is later, will be subject to a one-time per program non-refundable Registration Fee of \$200, as well as prorated amounts of refundable fees, as appropriate. A student may withdraw from a course or program and receive a refund by providing a written notice to the Registrar via email to registrar@alu.edu. Any money due to the student will be refunded within 30 days.

The student shall have the right to cancel the agreement and receive a full refund pursuant to 5 CCR §71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to §71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of materials.

The student will receive a full refund for paid courses that were not started at the time of withdrawal. If the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial program funds. If you are a California resident, the amount of assessment for the Student Tuition Recovery Fund is nonrefundable and will not be returned to students who are California residents. The remaining tuition will be refunded based on the following table(s):

Length of Course	Refundable Tuition Due After Completing:	
8 weeks	Week 1	80%
	Week 2	60%
	Week 3	40%
	Week 4	20%
	Week 5	0%