



CODING DOJO

STUDENT ENROLLMENT AGREEMENT

This enrollment agreement is between Coding Dojo, Inc., and:

KIEU TIEN NGUYEN	ktmindi@gmail.com	7144080050	
Student Name (please print)	Email Address	Telephone	
N/A	159662		
Social Security Number (SSN)	Student ID		
17832 Morrow Cir	Villa Park	CALIFORNIA	92861
Physical Address	City	State	Zip
Kieu Nguyen	Mother	7144171303	
Emergency Contact	Relationship	Phone #	

The school agrees to provide the following training¹:

Software Development Online Part-Time Accelerated (1 stack)	3600 136th PL SE #300Bellevue	WA	98006
Course or Program Title	Physical Address	City	State
Jan. 10, 2022	Apr. 29, 2022	16	20
Start Date	Completion Date	weeks	hours/week
			total hours ²

AGREEMENT NOTICE:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

TUITION COST:

Program Tuition	\$ 8,895.00
Registration Fee	\$ 100.00
Early Registration Discount	\$ 250.00
Full Payment Discount	\$ 0.00
Scholarship:	\$ 0.00
Promotion/Referral:	\$ 0.00
TUITION DUE	\$ 8,745.00

* Students are permitted up to two (2) retakes of a stack within the program (instead of withdrawal and re-enroll). These retakes can be on the same or different stacks. Each retake, required or elective, will incur a cost of \$500. In the event that mitigating circumstances are determined to be the reason for the need of a retake, up to one (1) of the retake fees may be waived.

¹ Please see Attachment A

² Exclusive of individual time spent on homework and study

STANDARD PAYMENT SCHEDULE:

Payment Schedule: Please log into your 3rd party lenders' website or dashboard to view your payment schedule.

CLASS SCHEDULE

Program Name	Schedule
Software Development Onsite Full-Time	Monday - Friday, 8:30am - 5:30pm
Software Development Online Full-Time	Monday - Friday, 8:30am - 5:30pm
Software Development Online Part-Time Accelerated (all stacks)	Monday/Wednesday or Tuesday/Thursday, 5:00pm - 6:00pm
Software Development Online Part-Time Flex	One day per week, day varies 5:00pm - 6:00pm
Data Science Online Part-Time	Monday/Wednesday or Tuesday/Thursday, 5:00pm - 6:00pm
Cybersecurity Online Part-Time	Tuesday/Thursday, 5:00pm - 6:00pm
UX/UI Design Online Part-Time	Tuesday/Thursday, 5:00pm - 6:00pm

*Class Schedules above are based on Pacific Time Zone and may be subject to change based on your program location.

CHANGES TO AGREEMENT NOTICE:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student's parent or guardian if he/she is a minor.

CANCELLATION AND REFUND POLICY¹:

1. The school must refund all moneys paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation shall be in writing, see below.

¹ Please see Attachment A

3. A student has through the first Friday of the program to complete any pending documentation requirements for enrollment. In the event documentation is not completed, the student will be withdrawn from the program. The student will receive a full refund under these circumstances, unless the student requests to re-enroll for the next program start date, where all paid amounts will be applied to the new program.
4. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's Withdrawal Form signed date.
5. If the Student has received federal Student financial aid funds, Student is entitled to a refund of moneys not paid from federal Student financial aid program funds.
6. 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.
7. If you intend to withdraw from the program for any reason, you must complete a Withdrawal Form to facilitate the refund process. If the form is not signed within 30 days after requesting the signature, a Coding Dojo representative will sign confirming ample time was provided to sign but no signature was provided. Any due refunds will go to a holding account until refund methods are finalized or the amount is handed off to the appropriate State Department or third party.

Written Notice: To cancel the bootcamp enrollment, students may send an email to support@codingdojo.com or deliver a signed and dated copy of cancellation notice, or any other written notice to: **Coding Dojo, Inc.** 1920 Zanker Road, San Jose, CA 95112

STUDENT'S RIGHT TO CANCEL¹:

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

LATE PAYMENTS:

Tuition not paid according to the payment schedule set forth in this Agreement will be considered late. If tuition is not paid in full within 15 days of due date, it will accrue interest at a rate of 7% compounded monthly. If tuition is not paid in full within 25 days of due date, the remaining balance may be sent to a third party debt collection agency.

¹ Please see Attachment A

TRANSFERABILITY:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CODING DOJO - The transferability of credits Student earns at Coding Dojo is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in computer programming is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are 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 Coding Dojo to determine if your certificate will transfer.

FEDERAL STUDENT AID:

If the Student defaults on a federal or state loan, both 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.

Any questions 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 the below address or www.bppe.ca.gov.

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (888) 370-7589 or (916) 431-6959
Fax: (916) 263-1897

Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Prior to signing this enrollment agreement, Student must be given a catalog or brochure and a School Performance Fact Sheet, which Student is 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 Student sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

¹ Please see Attachment A

VA REFUND POLICY:

If an enrolled VA beneficiary fails to enter the program, withdraws, or is dismissed prior to completing the course, Coding Dojo will refund the unused or pro rata portion of the tuition and fees, paid on their behalf, directly to the VA in accordance with applicable regulations. Any portion of tuition and fees paid by the student will be refunded according to the state specific refund regulations.

VA beneficiary students will be responsible for covering any outstanding tuition/fees owed to the school after repayment has been made to the VA, in accordance with the state specific refund policy.

Example: A student's Enrollment Agreement states Coding Dojo is entitled to 50% of tuition if the student withdraws between 25% and 50% of the program. The VA beneficiary withdraws at 40% through the program. The school will repay the VA the prorated amount for 60% of the tuition, leaving 10% for the student to repay directly to the school.

LEAVE OF ABSENCE AND POSTPONEMENT::

Due to the fast pace and short time span, leaves of absences are disruptive to the curriculum style and can significantly hinder student success. If a student has a situation that requires them to miss more than the allotted absences, the student will be withdrawn from the program and any refunds will be processed. If you decide to come back later, and were previously in good standing, you can enroll in the next available cohort. Please talk with your campus staff regarding your options before making any decisions to leave the program.

Active military service members that are called to active duty during the program are permitted a leave period of up to eight (8) weeks. Students with written documentation of an emergency situation are permitted a leave period of up to eight (8) weeks. Upon return, the student will start at the beginning of the course they were in when they were called away.

Students are also permitted a Leave of Absence up to 8 weeks for extensive medical circumstances and will require documentation signed by a licensed health professional.

A student may postpone once per program, for up to 4 weeks, given outside circumstances and will need documentation for Force Majeure or Mitigating Circumstances, accepted as a signed document or signed written statement. The postponement will extend from the date of request until the next start date of either the same stack or the next stack in sequence.

ACADEMIC DISMISSAL AND EXPULSION:

The following criteria will result in immediate review for Academic Dismissal.

1. Three or more times on Academic Probation for any reason, including but not limited to Academic Dishonesty
2. Following two retakes during the program, provided the student does not meet graduation requirements

The following criteria will result in immediate expulsion review.

1. Harassment or discrimination of any kind against staff or fellow students, or other violation(s) of the student's Code of Conduct
2. Academic Dishonesty on exam
3. Two or more times on Academic Probation due to Academic Dishonesty on assignments

A student will be notified via email of our need for a meeting regarding any potential review of academic dismissal or expulsion. This meeting will be the opportunity to discuss the findings with the student and for the student to discuss the circumstances and any requests for leniency.

Following this meeting, regardless of whether or not the student attends, Coding Dojo will make a determination on the provided evidence for academic dismissal or expulsion and notify the student in a follow-up email of their program status and next steps.

Students who are withdrawn via an Academic Dismissal are treated as a standard withdrawal and are eligible for standard refund and prorate policies based on their state's laws and their program enrollment agreement.

Students who are expelled are not eligible for a refund. Coding Dojo reserves the right to keep up to 100% of all tuition paid or due on the program when students are expelled from a program. Furthermore, students who are expelled are not eligible to reapply for a new or different program with Coding Dojo.

READMISSION:

Students who have been withdrawn from a program may request re-entry into a later program, unless the reason for the previous withdrawal was a code of conduct violation or other form of expulsion. A re-entry request will be considered when the reasons which caused the withdrawal have been rectified. Students may join the next available cohort start date and will be charged at the current published tuition rates.



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CERTIFICATION:

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, 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.

KN

Student Initials

LEGALLY BINDING AGREEMENT:

This agreement is legally binding when signed by the Student and accepted by the institution. In signing below, Student understands that this is a legally binding contract. Student's signature below certifies that Student has read, understood, and agreed to Student's rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to Student.

KIEU TIEN NGUYEN

Dec. 04, 2021

Student Name (please print)

Date

Accepted by:

KIEU TIEN NGUYEN

1638576000 - 9c94da6045136f548217b761726ea623

Signature

Parent/Guardian Name if under 18 (please print)

Date

Signature

As the authorized representative of the school, I hereby agree to the conditions set forth herein.

MICHAEL CHOI

Authorized School Representative (please print)

Date

Signature

ATTACHMENT A:

5 CCR §71716. Distance Educational Programs - Specific Provisions for Instruction Not in Real Time.

1. An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
2. The student shall have the right to cancel the agreement and receive a full refund pursuant to section 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 section 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 the materials.
3. An institution shall transmit all of the lessons and other materials to the student if the student:
 - (a) has fully paid for the educational program; and
 - (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent.
4. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

ATTACHMENT B:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Post secondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

ATTACHMENT C:

Arbitration Agreement

Any dispute, controversy or claim arising out of or relating in any way to this contract including without limitation any dispute concerning the construction, validity, interpretation, enforceability or breach of the agreement, shall be exclusively resolved by binding arbitration upon a Party's submission of the dispute to arbitration. In the event of a dispute, controversy or claim arising out of or relating in any way to this agreement, the complaining Party shall notify the other Party in writing thereof. Within thirty (30) days of such notice, management level representatives of both Parties shall meet at an agreed location to attempt to resolve the dispute in good faith. Should the dispute not be resolved within thirty (30) days after such notice, the complaining Party shall seek remedies exclusively through arbitration. The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after two years from when the aggrieved party knew or should have known of the controversy, claim, dispute or breach.

1. This agreement to arbitrate shall be specifically enforceable. A Party may apply to any court with jurisdiction for interim or conservatory relief, including without limitation a proceeding to compel arbitration.
2. Arbitration shall be initiated through the American Arbitration Association ("AAA"), an established alternative dispute resolution provider ("ADR Provider") that offers arbitration as set forth in this section. If AAA is not available to arbitrate, the parties shall agree to select an alternative ADR Provider. The rules of the ADR Provider shall govern all aspects of the arbitration, including but not limited to the method of initiating and/or demanding arbitration, except to the extent such rules are in conflict with the Terms. The AAA Consumer Arbitration Rules ("Arbitration Rules") governing the arbitration are available online at www.adr.org or by calling the AAA at 1-800-778-7879.
3. The arbitration shall be conducted by a single neutral arbitrator. If the Parties are not able to agree upon the selection of an arbitrator, within five (5) days of commencement of an arbitration proceeding by service of a demand for arbitration, the arbitrator shall be selected by the American Arbitration Association.
4. The arbitration shall be conducted in [City, State].
5. The laws of the State of [State] shall be applied in any arbitration proceedings, without regard to principles of conflict of laws.
6. It is the intent of the parties that, barring extraordinary circumstances, arbitration proceedings will be concluded within one hundred and twenty days from the date the arbitrator is appointed. The arbitrator may extend this time limit in the interests of justice. Failure to adhere to this time limit shall not constitute a basis for challenging the award.
7. Except as may be required by law, neither a party nor its representatives may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of all parties.



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8. The Parties shall exchange a copy of all exhibits for the arbitration hearing and shall identify each witness who will testify at the arbitration, with a summary of the anticipated testimony of such witness ten days before the arbitration hearing.
9. The cost of the arbitration proceeding and any proceeding in court to confirm or to vacate any arbitration award, as applicable (including, without limitation, reasonable attorneys' fees and costs), shall be borne by the unsuccessful party, as determined by the arbitrators, and shall be awarded as part of the arbitrator's award. It is specifically understood and agreed that any party may enforce any award rendered pursuant to the arbitration provisions of this Section by bringing suit in any court of competent jurisdiction. The parties agree that the arbitrator shall have authority to grant injunctive or other forms of equitable relief to any party.
10. This agreement to arbitrate shall survive the termination of the Enrollment Agreement.
11. Each party shall pay its own proportionate share of arbitrator fees and expenses plus the fees and expenses of the arbitrator it designated and the arbitration fees and expenses of the American Arbitration Association. The arbitrator[s] shall be entitled to award the foregoing arbitration and administrative fees and expenses as damages in his/her discretion.
12. If any part or parts of this agreement to arbitrate are found under the law to be invalid or unenforceable by a court of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed and the remainder of the Agreement shall continue in full force and effect.

KIEU TIEN NGUYEN

Student Name (please print)

Accepted by:

KIEU TIEN NGUYEN

1638576000 - 9c94da6045136f548217b761726ea623

Student Signature

Dec. 04, 2021

Date

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2019 & 2020

Onsite Web Development – 14 Weeks

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
2019	480	480	415	86%
2020	258	258	45	17%

Student's Initials: KN Date: Dec. 04, 2021

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 the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	480	415	382	181	47%
2020	258	173	170	34	20%

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. [\(View List of Positions\)](#)

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
2019	<data unavailable>	<data unavailable>	181
2020	<data unavailable>	<data unavailable>	34

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	<data unavailable>	<data unavailable>	181
2020	<data unavailable>	<data unavailable>	34

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	38	181
2020	4	34

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	36	181
2020	14	34

Student's Initials: KN Date: Dec. 04, 2021

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.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: KN Date: Dec. 04, 2021

Only initial 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)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	415	384	366	7	98%
2020	173	173	157	16	91%

Student's Initials: KN Date: Dec. 04, 2021

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 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2019	382	181	<data unavailable>	<data unavailable>	<data unavailable>	<data unavailable>	<data unavailable>
2020	170	34	<data unavailable>	<data unavailable>	<data unavailable>	<data unavailable>	<data unavailable>

A list of sources used to substantiate salary disclosures is available from the school

Student's Initials: KN Date: Dec. 04, 2021

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 2019:

\$8,001 (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:

\$9,133 (Total charges may be higher for students that do not complete on time.)

Student's Initials: KN Date: Dec. 04, 2021

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

Students at **Coding Dojo** 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.

Coding Dojo 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: KN Date: Dec. 04, 2021

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 (916) 263-1897.

KIEU TIEN NGUYEN

Student Name - Print

Accepted by:

KIEU TIEN NGUYEN

1638576000 - 9c94da6045136f548217b761726ea623

Student Signature

Dec. 04, 2021

Date

MICHAEL CHOI

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 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 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

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15 spacing.
 - Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS]