



Bethesda University  
730 N. Euclid St. Anaheim, CA 92801  
714-683-1212 www.buc.edu

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

**Accounting Specialist CPA Preparation  
Certificate – 3 years**

**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	0	0	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)**

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
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.

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

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)**

**This Program doesn't lead to state licensure.**

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

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)**

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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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

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### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
N/A	CPA Certificate	\$ 500 per class	19 classes	\$ 10,140.00

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,286.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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.



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“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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Bachelor of Arts in Business  
Administration (Concentrations in Legal  
Administration and Sports  
Management) – 4 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	47	47	4	8.5%
2018	94	94	13	13.8%

**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 2016 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
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.

**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 2016 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
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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#### 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

**This Program doesn't lead to state licensure.**

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

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)**

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**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
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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

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### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
BA	Business (Sports Mgmt. & Legal)	\$ 255	126	\$32,950.00
		\$265 (International)		\$34,210.00

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	31.5%	\$4,268.05	31.9%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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\_\_\_\_\_  
 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 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.
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- ✓ “First Available Exam Date” is the date for the first available exam after a student completed a program.
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- ✓ “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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### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

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The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

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- (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.



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

**Bachelor of Arts in Design  
– 4 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	6	6	3	50%
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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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#### 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: \_\_\_\_\_ Date: \_\_\_\_\_

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
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.

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

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





Bethesda University  
730 N. Euclid St. Anaheim, CA 92801  
714-683-1212 www.buc.edu

### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
BA	Design	\$ 255	126	\$32,950.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Bachelor of Arts in Early Childhood  
Education – 4 years**

**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	15	15	6	40%
2018	13	13	7	53.8%

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
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.

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

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### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
BA	Early Childhood Education	\$ 255	126	\$32,950.00

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	28.6%	\$4,268.05	16.7%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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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 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. Published :



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.





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

**Bachelor of Arts in Information  
Technology – 4 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	6	6	1	17%
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
BA	Information Technology	\$ 255	135	\$35,245.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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

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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 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.



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Bachelor of Arts in Music – 4 years**

**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	6	6	2	33%
2018	6	6	1	16.6%

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
BA	Music	\$ 255	135	\$35,245.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	15.8%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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.



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Bachelor of Arts in Religion (Biblical  
Studies, Missions, Pastoral Studies,  
Christian Education) – 4 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	31	31	7	23%
2018	9	9	2	22.2%

**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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
BA	Religion (Biblical, Missions, Pastoral, Christian Ed.)	\$ 235	126	\$30,430.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	22.44%	\$4,268.05	9.09%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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.
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- ✓ “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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Certificate in Criminal Justice  
Administration – 1 year**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	0	0	0	0
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
N/A	Criminal Justice Administration Certificate	\$ 500 per class	8 classes	\$ 4,280

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.





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

**Certificate in Paralegal Studies –  
1.5 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	0	0	0	0
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
N/A	Certificate in Paralegal Studies	\$ 500 per class	10 classes	\$ 5,370

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Citizenship Preparation Certificate –  
1 year**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	0	0	0	0
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
N/A	Citizenship Preparation Certificate	\$ 400 per class	2 classes	\$ 800

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Computer Skills Certificate – 6 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	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
N/A	Computer Skills Certificate	\$ 200 per class	5 classes	\$ 1,000

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Doctor of Ministry – 4 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
Doctorate	Doctor of Ministry	\$ 320 per unit	42 units	\$ 14,140.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	12.5%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.





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

**Pre-school Director & Teacher  
Certificate – 1 year**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	7	7	3	43%
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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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

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### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
NA	ECE Director Certificate	\$ 200	18 units	\$ 3,880.00
NA	ECE Teacher Certificate	\$ 200	15 units	\$ 3,280.00

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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.
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- ✓ “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.
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- ✓ “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**English as a Second Language  
Certificate – 1 year**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	0	0	0	0%
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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

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### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
NA	E.S.L. Certificate	\$ 200 per unit	30 units	\$ 6,280

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.2%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date





## Definitions

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The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Fourth Dimensional Spiritual Training  
Certificate – 3 months**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	0	0	0	0
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
NA	Fourth Dimensional Spiritual Training Certificate	\$ 500 per class	12 classes	\$ 6,000

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

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



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### Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Master of Arts in Biblical Studies –  
3 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	1	1	0	0%
2018	1	1	1	100%

**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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
M.A.	Biblical	\$ 265	60	\$ 16,400.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	10%	\$4,268.05	50%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.





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

**Master of Arts in Music – 3 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	1	1	1	100%
2018	2	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
M.A.	Music	\$ 265	48	\$ 13,220.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Master of Divinity – 4 years**

**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	10	10	2	20%
2018	7	7	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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

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



Bethesda University  
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714-683-1212 www.buc.edu

### **Cost of Educational Program**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
M.Div	Master of Divinity	\$ 265	96	\$26,140.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	25%	\$4,268.05	10%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Master of Business Administration –  
2 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	2	2	0	0%
2018	27	27	16	59.2%

**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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
M.B.A.	Master of Business Administration	\$ 320	45	\$ 14,900.00

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

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



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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	10.13%	\$4,268.05	12.5%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.



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

**Music Performance Certificate (Group  
Lesson & Private Lesson) – 1 year**

**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	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
NA	Music Performance Certificate (Group Lesson)	\$ 336 per class	4 classes	\$ 1,344
NA	Music Performance Certificate (Private Lesson)	\$ 420 per class	4 classes	\$ 1,680

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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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 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. Published : December 1, 2016



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- ✓ “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**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.





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

**Tax Specialist for EA Preparation  
Certificate – 1 year**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2017	0	0	0	0
2018	0	0	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)**

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 2016 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
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.

**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 2016 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
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: \_\_\_\_\_

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

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)**

**This Program doesn't lead to state licensure.**

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

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: \_\_\_\_\_

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)**

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 2016 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
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.

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**

#### **The Schedule of Total Charges for Program**

Total charges for the program for students completing on-time in 2018 are as the following:  
Additional charges may be incurred if the program is not completed on-time.

Degree	Program	Per Unit charge	Total Graduate unit	Total Charges
NA	Tax Specialist for EA Preparation Certificate	\$ 500 per class	5 classes	\$ 2,780.00

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

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**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 who took out federal student loans to pay for this program.
8.1%	0%	\$4,268.05	0%

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

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

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\_\_\_\_\_  
 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.
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- ✓ “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.
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- ✓ “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.
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## **STUDENT'S RIGHT TO CANCEL**

### **1. STUDENT'S RIGHT TO CANCEL (REFUND POLICY)**

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies Bethesda University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later;

Bethesda University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to Bethesda University.

The student has failed to attend class for three (3) consecutive weeks; and

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

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For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday.

Those students who obtain 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.

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.