



**North-West College**  
134 W. Holt Ave. | Pomona, CA 91768  
909-623-1552 | www.nw.edu

SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2017 & 2018

**Medical Administrative Assistant – 40 Weeks**

On-Time Completion Rates (Graduation Rates)

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	5	5	3	60%
2018	4	2	1	25%

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

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2017	5	5	5	100%
2018	4	4	2	50%

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

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	5	5	5	5	100%
2018	4	2	2	2	50%

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. (To obtain this list, please ask an institutional representative or you can review the list on the institution's website at <http://www.nw.edu/consumer-information>.)

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

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	0	5	5
2018	0	1	1



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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	5	0	5
2018	1	0	1

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	5
2018	0	1

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	5
2018	0	1

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

Graduates from the Medical Administrative Assistant program do not need to pass a state licensing examination in order to work in the field.

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

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	Over \$50,000	No Salary Information Reported
2017	5	5	0	4	1	0	0	0	0	0	0
2018	1	1	0	0	1	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative.

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$15,995.00. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2018: \$15,995.00. Additional charges may be incurred if the program is not completed on-time.

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

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Federal Student Loan Debt

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 with federal student loans as calculated by the institution.
5.7%	100%	\$9,377	100%

<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



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### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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### STUDENT'S RIGHT TO CANCEL

1. If you are not accepted by the College, all monies will be refunded.
2. You have the right to cancel your program of study before you start your first day of class. All monies will be refunded.
3. If you start classes, but wish to cancel, you may cancel by midnight of the seventh calendar day after you have attended your first class. The last day you may exercise your right to cancel is: \_\_\_\_/\_\_\_\_/\_\_\_\_.
4. If you cancel your enrollment by midnight of the seventh calendar day after you have attended your first class, you will have no liability to the College, except for any supplies the College has provided to you that are not returned. A refund of monies paid, less the itemized cost of supplies will be refunded to you within 45 days of the cancellation date. Once you pay for the supplies, they are yours to keep without obligation.
5. Cancellation shall occur when you give written notice of cancellation at the address of the College appearing below. You cancel by mail or hand delivery.
6. The written notice of cancellation, if sent by mail properly addressed, with postage paid, is effective when postmarked. The notice of cancellation indicates you do not wish to be bound by your Enrollment Agreement. You may use the notice of cancellation appearing below or any other written notice you wish.
7. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid programs.

To cancel the contract, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice to:

North-West College  
134 W. Holt Ave.  
Pomona, CA 91768  
Phone: 909-623-1552 Fax: 909-623-3578

I, \_\_\_\_\_, am cancelling my enrollment at the College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **REMEMBER THAT YOU MUST CANCEL IN WRITING.**

You do not have the right to cancel by telephoning the College or by not attending class.

I certify that I have received a copy of the "STUDENT'S RIGHT TO CANCEL" form.

Initials: \_\_\_\_\_