

**School Performance Fact Sheet**  
**Medical Office Assistant/Back Office**  
**Modern Technology School**  
**Calendar Years 2015**

**Cost of Educational Program:**

Total Charges for the program for students completing on-time in 2015: \$7,377

Total Charges may be higher for students that don't complete on-time.

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

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

**Federal Student Loan Debt at Modern Technology School**

Percentage of students who defaulted on their federal student loans at this school: 13%<sup>1</sup>

Percentage of students enrolled in 2015 who took out federal student loans to pay for this program: 40%

Percentage of graduates in 2015 who took out federal student loans to pay for this program: 0%

Average federal student loan debt of 2015 graduates who took out federal student loans at Modern Technology School: \$15,043

<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 (about 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 times to read and understand the information.**

**On-time Completion Rates (Graduation Rates)** (includes data for the two calendar years prior to reporting)

**Medical Assistant/Back Office (6 months)**

Calendar Year	# of Students Who Began the Program	Students Available for Graduation	# of On-time Graduates	Completion Rate 100%
2014	4	4	4	100%
2015	6	6	6	100%

**Students Completing Within 150% of the Published Program Length**

**Medical Assistant/Back Office (6 months)**

Calendar Year	# of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	0	0	0	0%
2015	0	0	0	0%

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

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

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

**Medical Assistant/Back Office (6 months)**

Calendar Year	# of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate% Employed in the Field
2014	4	4	4	3	75%
2015	6	6	5	5	100%

**Gainful Employment Categories** (includes data for the two calendar years prior to reporting)

**Medical Assistant/Back Office (6 months)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20-29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2014	unknown	unknown	3
2015	unknown	unknown	5

**Single Position vs. Concurrent Aggregated Positions**

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
2014	unknown	unknown	3
2015	unknown	unknown	5

**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
2014	0	3
2015	0	5

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

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

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance*	Total Graduates Employed in the Field
2014	0	3
2015	0	5

\*The following self-employment/freelance worker disclosure shall be initialed by student's entering any programs in which the majority of graduates who obtain jobs obtain this type of work. This program may result in 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 you 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 the manner and understand what comprises this work style.

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

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

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

**Medical Assistant/Back Office (6 months)**

Calendar Year	# of Graduates in the Calendar Year	# of Graduates Taking Exam	# Who Passed First Available Exam	# Who Failed First Available Exam	Passage Rate
2014	NA	NA	NA	NA	NA
2015	NA	NA	NA	NA	NA

\*Licensure not required for Medical Assistants in California

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

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

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

**Medical Assistant/Back Office (6 months)**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,000 - \$25,000	\$25,000 - \$30,000	\$30,000 - \$35,000+	No Salary Information Reported
2014	4	3	0	2	0	0	1
2015	5	5	0	0	0	0	5

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

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

**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, and 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.

“Pass 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.

To obtain a description of the manner the above statistics were gathered or a list of employment positions determined to be within the field for which a student received educational and training for the calculation of job placement rates or a list of the objective sources of information used to substantiate the salary disclosures, please contact the Career Services Department.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have related 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, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833, Phone: (916) 431-6959 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897, Licensing Fax: (916) 263-1894, Enforcement/STRF/Closed Schools Fax: (916) 263-1896, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**I have read and understand the School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

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

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

### **“STUDENTS RIGHT TO CANCEL”**

1. Institution shall refund 100 percent of the amount paid for institutional charges less a reasonable registration fee not to exceed seventy five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice at the address of the School shown on the front page of the Enrollment Agreement. You can do this by mail, hand delivery or email. Written notice of cancellation, if sent by mail is effective as of the post-date received. The written notice of cancellation need not take any particular form. You will be given a form to use upon enrollment, but you may use any written notice to inform the School of your cancellation.
3. If the School has given you any textbooks, equipment or supplies, you shall return them to the School in unopened/unused condition, within 7 days following the date of the notice of cancellation. If you fail to return equipment or supplies to the School within this time period, you may be charged the documented cost for the equipment or supplies. Once you pay for the equipment or supplies, it is yours to keep without further obligation.
4. If you cancel this agreement within the specified time, the School will refund all payments, less any deduction for non-refundable items and opened/used books & supplies, within 7 days after your notice of cancelation.
5. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

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

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

**School Performance Fact Sheet**  
**X-ray Technician/Medical Assistant**  
**Modern Technology School**  
**Calendar Years 2015**

**Cost of Educational Program:**

Total Charges for the program for students completing on-time in 2015: \$18,705

Total Charges may be higher for students that don't complete on-time.

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

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**Federal Student Loan Debt at Modern Technology School**

Percentage of students who defaulted on their federal student loans at this school: 13% <sup>1</sup>

Percentage of students enrolled in 2015 who took out federal student loans to pay for this program: 40%

Percentage of graduates in 2015 who took out federal student loans to pay for this program: 0%

Average federal student loan debt of 2015 graduates who took out federal student loans at Modern Technology School: \$15,043

*<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 (about 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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**On-time Completion Rates (Graduation Rates)** (includes data for the two calendar years prior to reporting)

**X-ray Technician/Medical Assistant (11 months)**

Calendar Year	# of Students Who Began the Program	Students Available for Graduation	# of On-time Graduates	Completion Rate 100%
2014	75	60	60	80%
2015	60	50	50	83%

**Students Completing Within 150% of the Published Program Length**

**X-ray Technician/Medical Assistant (11 months)**

Calendar Year	# of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	0	0	0	0%
2015	0	0	0	0%

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

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

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

**X-ray Technician/Medical Assistant (11 months)**

Calendar Year	# of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate% Employed in the Field
2014	75	60	57	41	72%
2015	60	50	47	41	87%

**Gainful Employment Categories** (includes data for the two calendar years prior to reporting)

**X-ray Technician/Medical Assistant (11 months)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20-29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2014	unknown	unknown	41
2015	3	38	41

**Single Position vs. Concurrent Aggregated Positions**

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
2014	unknown	unknown	41
2015	unknown	unknown	41

**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
2014	0	41
2015	0	41

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

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

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance*	Total Graduates Employed in the Field
2014	0	41
2015	0	41

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- 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 you 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 the manner and understand what comprises this work style.

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

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

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

**X-ray Technician/Medical Assistant (11 months)**

Calendar Year	# of Graduates in the Calendar Year	# of Graduates Taking Exam	# Who Passed First Available Exam	# Who Failed First Available Exam	Passage Rate
2014	53	53	43	10	81%
2015	47	47	43	4	91%

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

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

**X-ray Technician/Medical Assistant (11 months)**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,000 - \$25,000	\$25,000 - \$30,000	\$30,000 - \$35,000+	No Salary Information Reported
2014	57	41	5	7	3	0	26
2015	47	41	2	2	3	4	30

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“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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To obtain a description of the manner the above statistics were gathered or a list of employment positions determined to be within the field for which a student received educational and training for the calculation of job placement rates or a list of the objective sources of information used to substantiate the salary disclosures, please contact the Career Services Department.

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**I have read and understand the School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

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

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

### **“STUDENTS RIGHT TO CANCEL”**

1. Institution shall refund 100 percent of the amount paid for institutional charges less a reasonable registration fee not to exceed seventy five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice at the address of the School shown on the front page of the Enrollment Agreement. You can do this by mail, hand delivery or email. Written notice of cancellation, if sent by mail is effective as of the post-date received. The written notice of cancellation need not take any particular form. You will be given a form to use upon enrollment, but you may use any written notice to inform the School of your cancellation.
3. If the School has given you any textbooks, equipment or supplies, you shall return them to the School in unopened/unused condition, within 7 days following the date of the notice of cancellation. If you fail to return equipment or supplies to the School within this time period, you may be charged the documented cost for the equipment or supplies. Once you pay for the equipment or supplies, it is yours to keep without further obligation.
4. If you cancel this agreement within the specified time, the School will refund all payments, less any deduction for non-refundable items and opened/used books & supplies, within 7 days after your notice of cancelation.
5. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

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

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

**School Performance Fact Sheet**  
**Diagnostic Ultrasound/Vascular Technician**  
**Modern Technology School**  
**Calendar Years 2015**

**Cost of Educational Program:**

Total Charges for the program for students completing on-time in 2015: \$34,101

Total Charges may be higher for students that don't complete on-time.

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

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

**Federal Student Loan Debt at Modern Technology School**

Percentage of students who defaulted on their federal student loans at this school: 13%<sup>1</sup>

Percentage of students enrolled in 2015 who took out federal student loans to pay for this program: 40%

Percentage of graduates in 2015 who took out federal student loans to pay for this program: 0%

Average federal student loan debt of 2015 graduates who took out federal student loans at Modern Technology School: \$15,043

<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 (about 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 times to read and understand the information.**

**On-time Completion Rates (Graduation Rates)** (includes data for the two calendar years prior to reporting)

**Diagnostic Ultrasound/Vascular Technician (18 months)**

Calendar Year	# of Students Who Began the Program	Students Available for Graduation	# of On-time Graduates	Completion Rate 100%
2014	49	38	38	78%
2015	47	43	43	91%

**Students Completing Within 150% of the Published Program Length**

**Diagnostic Ultrasound/Vascular Technician (18 months)**

Calendar Year	# of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2014	0	0	0	0%
2015	0	0	0	0%

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

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

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

**Diagnostic Ultrasound/Vascular Technician (18 months)**

Calendar Year	# of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate% Employed in the Field
2014	49	38	34	21	62%
2015	47	43	38	22	57%

**Gainful Employment Categories** (includes data for the two calendar years prior to reporting)

**Diagnostic Ultrasound/Vascular Technician (18 months)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the field 20-29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2014	unknown	unknown	21
2015	5	17	22

**Single Position vs. Concurrent Aggregated Positions**

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
2014	unknown	unknown	21
2015	unknown	unknown	22

**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
2014	0	21
2015	0	22

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

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

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are self-employed or working freelance*	Total Graduates Employed in the Field
2014	0	21
2015	0	22

\*The following self-employment/freelance worker disclosure shall be initialed by student's entering any programs in which the majority of graduates who obtain jobs obtain this type of work. This program may result in 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 you networks, advertising, promoting your services, or honing your skills.

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

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

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

**Diagnostic Ultrasound/Vascular Technician (18 months)**

Calendar Year	# of Graduates in the Calendar Year	# of Graduates Taking Exam	# Who Passed First Available Exam	# Who Failed First Available Exam	Passage Rate
2014	NA	NA	NA	NA	NA%
2015	NA	NA	NA	NA	NA%

\*License not required in California

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

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

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

**Diagnostic Ultrasound/Vascular Technician (18 months)**

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,000 - \$20,000	\$20,000 - \$25,000	\$25,000 - \$30,000	\$30,000 - \$85,000+	No Salary Information Reported
2014	34	21	0	0	1	11	9
2015	38	22	1	0	0	8	12

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

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**Definitions:**

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“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.

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“Pass 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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“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

To obtain a description of the manner the above statistics were gathered or a list of employment positions determined to be within the field for which a student received educational and training for the calculation of job placement rates or a list of the objective sources of information used to substantiate the salary disclosures, please contact the Career Services Department.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have related 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, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833, Phone: (916) 431-6959 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897, Licensing Fax: (916) 263-1894, Enforcement/STRF/Closed Schools Fax: (916) 263-1896, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**I have read and understand the School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

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

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

### **“STUDENTS RIGHT TO CANCEL”**

1. Institution shall refund 100 percent of the amount paid for institutional charges less a reasonable registration fee not to exceed seventy five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice at the address of the School shown on the front page of the Enrollment Agreement. You can do this by mail, hand delivery or email. Written notice of cancellation, if sent by mail is effective as of the post-date received. The written notice of cancellation need not take any particular form. You will be given a form to use upon enrollment, but you may use any written notice to inform the School of your cancellation.
3. If the School has given you any textbooks, equipment or supplies, you shall return them to the School in unopened/unused condition, within 7 days following the date of the notice of cancellation. If you fail to return equipment or supplies to the School within this time period, you may be charged the documented cost for the equipment or supplies. Once you pay for the equipment or supplies, it is yours to keep without further obligation.
4. If you cancel this agreement within the specified time, the School will refund all payments, less any deduction for non-refundable items and opened/used books & supplies, within 7 days after your notice of cancelation.
5. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

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

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