

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

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

**Program Name:** Business English Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	34	34	34	100%
2018	55	50	50	91%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	34	34	0	0	0%
2018	55	50	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	50	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4080.00. Additional charges may be incurred if the program is not completed on-time.

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

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

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Business English Essential - 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	25	25	25	100%
2018	40	40	40	100%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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**Job Placement Rates (Includes data for the two calendar years prior to reporting.)**

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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	25	25	0	0	0%
2018	40	40	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

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

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	40	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4080.00. 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**

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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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School Official

\_\_\_\_\_  
Date



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

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

**Program Name:** Business English Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	6	6	6	100%
2018	11	9	9	82%

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

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

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	6	6	0	0	0%
2018	11	9	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	9	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4440.00. 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**

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\_\_\_\_\_  
Student Name – Print

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

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

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

**Program Name:** Business English Standard - 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	3	3	3	100%
2018	11	10	10	91%

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

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

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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	3	3	0	0	0%
2018	11	10	0	0	0%

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

**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
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2018	N/A	N/A	N/A



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Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
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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
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4440.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Business English Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	7	7	7	100%
2018	24	19	19	79%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	7	7	0	0	0%
2018	24	19	0	0	0

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	19	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4800.00. 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**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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Student Name – Print

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Student Signature

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Date

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School Official

\_\_\_\_\_  
Date

## Definitions

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## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Business English Intensive - 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	4	4	4	100%
2018	8	8	8	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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	4	4	0	0	0%
2018	8	8	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	8	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4800.00. 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**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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\_\_\_\_\_  
Student Name – Print

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Student Signature

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If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

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- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Business English Super – 26.25 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	4	2	2	50%
2018	0	0	0	0%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on March 3<sup>rd</sup>, 2017 and ended on December 31, 2017.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	4	2	0	0	0%
2018	0	0	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	0	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.



**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$0.00. Additional charges may be incurred if the program is not completed on-time. This program was not offered in 2018.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 & 2017**

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

**Program Name:** Business English Super – 26.25 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	3	3	3	100%
2018	0	0	0	0%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on March 3<sup>rd</sup>, 2017 and ended on December 31, 2017.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	3	3	0	0	0%
2018	0	0	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	0	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$0.00. Additional charges may be incurred if the program is not completed on-time. This program was not offered in 2018.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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.
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## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

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If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.



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

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

**Program Name:** Cambridge Test Preparation Standard – 18.75 Hours (per week)

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

This program was not offered in 2018.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	0	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2017 is \$4320.00. Additional charges may be incurred if the program is not completed on-time. The program was not offered in 2018.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**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.
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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 ontime graduates).
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- “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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## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

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If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Cambridge Test Preparation Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	18	18	18	100%
2018	21	19	19	90%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	18	18	0	0	0%
2018	21	19	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	19	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4080.00. 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**

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\_\_\_\_\_  
Student Name – Print

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

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## Definitions

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- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Cambridge Test Preparation Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	1	1	1	100%
2018	6	5	5	83%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	1	1	0	0	0%
2018	6	5	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	5	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4440.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (915) 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 ontime graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Cambridge Test Preparation Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	8	8	8	100%
2018	31	31	31	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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	8	8	0	0	0%
2018	31	31	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A



**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

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

Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	31	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4800.00. Additional charges may be incurred if the program is not completed on-time.

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

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

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**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](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (915) 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 ontime graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Cambridge Test Preparation Super – 26.25 Hours (per week)

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

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on March 3<sup>rd</sup>, 2017 and ended on December 31, 2017.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

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

Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	0	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$0.00. Additional charges may be incurred if the program is not completed on-time. This program was not offered in 2018.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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



## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** General English Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	246	240	240	98%
2018	341	325	325	95%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	246	240	0	0	0%
2018	341	325	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	325	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4080.00. Additional charges may be incurred if the program is not completed on-time.

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**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Definitions

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- “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 ontime 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.
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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.
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## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

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If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** General English Essential - 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	189	189	183	97%
2018	10	10	10	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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	189	189	0	0	0%
2018	10	10	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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
2016	N/A	N/A
2017	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	10	N/A	N/A	N/A	N/A

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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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** General English Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	69	57	57	83%
2018	105	89	89	85%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on January 3<sup>rd</sup>, 2017. The estimated date of availability for two full years of data: January 2<sup>nd</sup>, 2020

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	69	57	0	0	0%
2018	105	89	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
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Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	N/A	N/A
2018	N/A	N/A

**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	N/A	N/A
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	89	N/A	N/A	N/A	N/A

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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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4440.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2017 & 2018**

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

**Program Name:** General English Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	86	82	82	95%
2018	75	55	55	73%

**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.)**

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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	86	82	0	0	0%
2018	75	55	0	0	0%

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

**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
2017	N/A	N/A	N/A
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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
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**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
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	55	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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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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- “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 ontime 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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- “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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- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** General English Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	116	116	96	82%
2018	112	102	102	91%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	116	96	0	0	0%
2018	112	102	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	102	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4800.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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

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

**Program Name:** General English Intensive - 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	50	37	37	74%
2018	69	66	66	96%

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

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

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	50	37	0	0	0%
2018	69	66	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	N/A	N/A
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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	N/A	N/A
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First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	66	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2017 & 2018**

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

**Program Name:** General English Super – 26.25 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	16	13	13	81%
2018	12	9	9	75%

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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**Job Placement Rates (Includes data for the two calendar years prior to reporting.)**

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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	16	13	0	0	0%
2018	12	9	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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
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2018	N/A	N/A	N/A



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Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
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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
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	9	N/A	N/A	N/A	N/A

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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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 & 2017**

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

**Program Name:** General English Super – 26.25 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	13	9	9	69%
2018	0	0	0	0%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on March 3<sup>rd</sup>, 2017 and ended on December 31, 2017.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	13	9	0	0	0%
2018	0	0	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	0	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$0.00. Additional charges may be incurred if the program is not completed on-time. This program was not offered in 2018.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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



## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Professional Certificate Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	16	16	16	100%
2018	35	33	33	94%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on January 3<sup>rd</sup>, 2017. The estimated date of availability for two full years of data: January 2<sup>nd</sup>, 2020.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	16	16	0	0	0%
2018	35	33	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	33	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 13 week program on-time in 2018 is \$4900.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**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.
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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 ontime graduates).
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- “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.
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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.

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Professional Certificate Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	33	33	33	100%
2018	34	33	33	97%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on January 3<sup>rd</sup>, 2017. The estimated date of availability for two full years of data: January 2<sup>nd</sup>, 2020

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	33	33	0	0	0%
2018	34	33	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	33	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.



**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4900.00. 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**

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\_\_\_\_\_  
Student Name – Print

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- Accommodation Booking Fee - \$100
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- Courier Fees (refundable prior to sending) - \$80

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

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

**Program Name:** Professional Certificate Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	10	9	9	90%
2018	24	19	19	79%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	10	9	0	0	0%
2018	24	19	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	19	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 13 week program on-time in 2017 is \$5400.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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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 ontime 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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- “Salary” is as reported by graduate or graduate’s employer.
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Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.



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

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

**Program Name:** Professional Certificate Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	11	10	17	91%
2018	14	14	14	100%

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

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

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	11	10	0	0	0%
2018	14	14	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	14	N/A	N/A	N/A	N/A

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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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$5400.00. 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**

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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

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- Registration fee - \$150
- Accommodation Booking Fee - \$100
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- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** Professional Certificate Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	0	0	0	0%
2018	18	17	17	94%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	18	17	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	N/A	N/A
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**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	N/A	N/A
2018	N/A	N/A

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

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

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	17	N/A	N/A	N/A	N/A

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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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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\_\_\_\_\_  
Student Name – Print

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

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

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

**Program Name:** Professional Certificate Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	6	2	2	33%
2018	13	12	12	92%

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

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

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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	6	2	0	0	0%
2018	13	12	0	0	0%

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

**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
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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	12	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Student Name – Print

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Student Signature

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Date

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

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** TOEFL Preparation Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	18	18	18	100%
2018	14	14	14	100%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on January 3<sup>rd</sup>, 2017. The estimated date of availability for two full years of data: January 2<sup>nd</sup>, 2020

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	18	18	0	0	0%
2018	14	14	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A



**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	14	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4080.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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Student Name – Print

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School Official

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## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** TOEFL Preparation Essential – 15 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	11	11	11	100%
2018	12	10	10	83%

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on January 3<sup>rd</sup>, 2017. The estimated date of availability for two full years of data: January 2<sup>nd</sup>, 2020

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	11	11	0	0	0%
2018	12	10	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	10	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2017 is \$4080.00. 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**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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Student Name – Print

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Student Signature

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## Definitions

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- Courier Fees (refundable prior to sending) - \$80

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

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

**Program Name:** TOEFL Preparation Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	9	9	9	100%
2018	12	9	9	75%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	9	9	0	0	0%
2018	12	9	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	9	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4440.00. Additional charges may be incurred if the program is not completed on-time.

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

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** TOEFL Preparation Standard – 18.75 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	2	1	1	50%
2018	5	5	5	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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	2	1	0	0	0%
2018	5	5	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	5	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4440.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**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 ontime 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.
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## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

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Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

Program Name: TOEFL Preparation Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	3	3	3	100%
2018	15	14	14	93%

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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	3	3	0	0	0%
2018	15	14	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	14	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4800.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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\_\_\_\_\_  
Student Name – Print

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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Please refer to your accommodation confirmation for details.



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

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

**Program Name:** TOEFL Preparation Intensive – 22.50 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	9	6	6	67%
2018	12	10	10	83%

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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	9	6	0	0	0%
2018	12	10	0	0	0%

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	10	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2018 is \$4800.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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\_\_\_\_\_  
Student Name – Print

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

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

**Program Name:** TOEFL Preparation Super – 26.25 Hours (per week)

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

This program was not offered in 2018.

**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.)**

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

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

**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
2017	N/A	N/A	N/A
2018	N/A	N/A	N/A

**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	N/A	N/A	N/A
2018	N/A	N/A	N/A

**Self-Employed / Freelance Positions**

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

**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	N/A	N/A
2018	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only 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)**

Stafford House does not offer programs leading to employment for which passage of a state licensing exam is required.

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
N/A	N/A	0	N/A	N/A	N/A	N/A

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)**

Stafford House does not offer programs leading to employment or licensure; therefore, salary/wage information is not applicable. F-1 Students enrolled in an English Language Program are not eligible to work in the US.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$20,000 - \$25,000	\$35,0001 - \$40,000	\$40,0001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
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Stafford House San Francisco  
417 Montgomery Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94104 | 415.835.9766  
[www.staffordhouse.com](http://www.staffordhouse.com)

**Cost of Educational Program**

Total charges for students completing a 12 week program on-time in 2017 is \$4920.00. Additional charges may be incurred if the program is not completed on-time. This program was not offered in 2018.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

Students at Stafford House San Francisco are not eligible for federal student loans. The institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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

## **STUDENT'S/BUYER'S RIGHT TO CANCEL**

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

If Stafford House cancels a program after a student's enrolment, all monies paid will be refunded to the fee-payer.

Where applicable, the following fees are considered non-refundable fees, with noted exceptions:

- Registration fee - \$150
- Accommodation Booking Fee - \$100
- Payment Fees such as Bank Transfer Fees or Credit card processing fees
- Courier Fees (refundable prior to sending) - \$80

There will be a charge equivalent to the cost of two week's accommodation fees, if you cancel accommodation, or postpone your arrival date, less than 2 weeks before the start date. Additional specific cancellation policies for residence accommodations not listed on the SH pricelist may apply pre arrival.

Please refer to your accommodation confirmation for details.

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

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

**Program Name:** TOEFL Preparation Super – 26.25 Hours (per week)

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

This Program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistic may be available from government sources or from the institution, but is not equivalent to the actual performance data. This program began on March 3<sup>rd</sup>, 2017 and ended on December 31, 2017.

**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.)**

Stafford House is an English Language School for international students. Our students are not eligible for employment in the USA because they are non-residents and/or do not go into jobs related to their English language training in the USA.

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

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

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

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**Cost of Educational Program**

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**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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\_\_\_\_\_  
Student Name – Print

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

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School Official

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