

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2015 & 2016**

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

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

**Program Name:** Professional Certificate Essential – 15.00 Hours (per week)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	0	0	0	0%
2016	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 January, 3<sup>rd</sup>. 2017

The estimated date of availability for two full years of data: January 2<sup>nd</sup>. 2019

**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
2015	0	0	0	0	0%
2016	0	0	N/A	N/A	N/A

**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
2015	N/A	N/A	N/A
2016	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
2015	N/A	N/A	N/A

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
2016	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
2015	N/A	N/A
2016	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
2015	N/A	N/A
2016	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	8	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
2015	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2016	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 the program for students completing on-time in 2016: N/A

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>. 2019**

**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

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### Definitions

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

## 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) - \$60

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.