

**School Performance Fact Sheet**  
**2014 & 2015 Calendar Years**  
**Microcomputer Office Specialist (600) HOURS**

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

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

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2015	0	0	0	0%
2014	0	0	0	0%

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

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

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

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	150% Graduates <sup>5</sup>	150% Completion Rate <sup>6</sup>
2015	0	0	0	0%
2014	0	0	0	0%

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

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

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2015	0	0	0	0	0%
2014	0	0	0	0	0%

You may obtain from Gendarme Institute LLC a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative or you can review the list of the institution's website at <http://www.schoolofchoice.com/jobclassifications>.

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

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**Gainful Employment 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 to 29 hours per week	Graduates employed in the field at least 30 hours per week	Total graduates employed in the field
2015	0	0	0%
2014	0	0	0%

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2015	0	0	0
2014	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2015	0	0
2014	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2015	0	0
2014	0	0

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

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

Calendar	First	Date Exam	Number of	Number of	Number	Number	Passage
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Year	Available Exam Date	Results Announced	Graduates in Calendar Year	Graduates Taking Exam	who Passed Exam	who Failed Exam	Rate
2015	N/A						
2014	N/A						

	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2015	N/A				
2014	N/A				

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

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

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2015	0	0				0	0
2014	0	0				0	0

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

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2015: \$ 3,000.00. Additional charges may be incurred if the program is not completed on-time.

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

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Gendarme Institute LLC is eligible, but chooses not to participate in federal student aid programs. Therefore students who attend this institution do not have federal student loans.

The percentage of students who attended this institution in 2014, 2015 who received student loans to help pay their cost of education at the school was 0%. Student's initials: \_\_\_\_\_ Date \_\_\_\_\_

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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca. 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov). toll-free telephone number (888) 370-7589 or by fax (926) 263-1897.

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

\_\_\_\_\_  
Student Name –Print

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

Date \_\_\_\_\_

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

## 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” means 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 student 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 the graduate or graduate’s employer.

“No salary Information Reported” is the number of graduates after making reasonable attempts, the school was not able to obtain salary information is as reported by student. Not all graduates report salary. A list of the employers of the Graduates Employed in the Field can be obtained from the Placement Department.

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

## STUDENT'S RIGHT TO CANCEL

### "STUDENTS" RIGHT TO CANCEL.

You have the right to cancel this agreement for educational services including any equipment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Business day mean a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by Fax or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, proeprly addressd with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notice of cancellation forms on the first day of class. If you cancel this agreement, the School will refund any money that you paid within 30 days after your notice is received.

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Stduent Signature

Date