

School Performance Fact Sheet
Calendar Years 2023 & 2024

Business Office Specialist and Accounting Assistant
Program Length: 96 Hours
(English, Spanish)

On Time Completion Rates (Graduation Rates)
(Includes data for two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	5	5	5	100%
2024	0	0	0	0%

Student Initials: _____ Date: _____

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

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Student Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began Program	Student Available for Graduation	150% Graduates	150% Completion Rates
2023	5	5	5	100%
2024	0	0	0	0%

Student Initials: _____ Date: _____

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

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2023	5	5	5	0	0
2024	0	0	0	0	0

You may obtain a list of the employment positions determined to be within the field for which a student received education and training by contacting the school administration.

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 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2023	0	0	0
2024	0	0	0

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are self employed or working freelance	Total Graduates Employed in the Field
2023	0	0
2024	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
2023	0	0
2024	0	0

Student Initials: _____ Date: _____

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License Examination Passage Rates

This program does not require state licensure (continually administered examinations)

Calendar Year	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
2023	n/a	n/a	n/a	n/a	n/a
2024	n/a	n/a	n/a	n/a	n/a

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from _____ graduates.

Student Initials: _____ Date: _____

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Salary and Wage Information

(includes date for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates Employed in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2023	5	0	0	0	0	0	0
2024	0	0	0	0	0	0	0

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

Student 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 2023: \$3,900

Total charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2024: 3,900

Total charges may be higher for students that do not complete on-time.

Student Initials: _____ Date: _____

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

Federal Student Loan Debt

Students at CA Trade Academy are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student 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: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free number (888).370.7589 or by fax (916) 916.263.1897

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 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 at 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.

Students' Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Mona Lawson, Mona@CATradeAcademy.com. Written notices may also be mailed to the school's administrative office, care of Mona Lawson, 1555 East Holt Blvd #3264 Ontario CA 91761. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount. The institution shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through attendance at first class session, or the seventh day after enrollment, whichever is later.

Withdrawal Policy

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Mona Lawson, Mona@CATradeAcademy.com. Written notices may also be mailed to the school's administrative office, care of Mona Lawson, 1555 East Holt Blvd #3264 Ontario CA 91761. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff
- As the result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions
- Being absent for more than seven (7) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.