

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2022 & 2023**

## COMPUTER OFFICE SPECIALIST - 390 HOURS

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

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

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	0	0	0	0
2023	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 the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	0	0	0	0
2023	0	0	0	0

\*\*Included if the program is more than one year in length.

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)**

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
2022	0	0	0	0	0
2023	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You may find the information in the Catalog under (SOC) Standard Occupational Classification ([www.intechcollege.com](http://www.intechcollege.com)) and/or receive a copy of the (SOC) for your review in the school Admission Office.

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

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate 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
2022	0	0	0
2023	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
2022	0	0	0
2023	0	0	0

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	0
2023	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
2022	0	0
2023	0	0

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

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

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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

**Only initial 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)**

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
2022	N/A	N/A	N/A	N/A	N/A	N/A
2023	N/A	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'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)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			-	-	-	-	
			\$25,000	\$40,000	\$45,000	\$50,000	
2022	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. This information may obtain from your admission representative.

**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 2022: \$ 5,975.00  
 Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$ 5,975.00  
 Total charges may be higher for students that do not complete on time.

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

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

**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 20XX/XY receiving federal student loans to pay for this program.	The percentage of graduates in 20XX/XY who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 20XX/XY graduates who took out federal student loans at this institution.
2022	N/A	N/A	N/A	N/A
2023	N/A	N/A	N/A	N/A

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

INTECH COLLEGE  
10012 Garvey Avenue, Suite #7  
El Monte, CA 91733  
(626) 443-0044  
[www.intechcollege.com](http://www.intechcollege.com)

---

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

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

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

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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (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 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 RIGHT TO CANCEL

If the student is rejected from training by the administration of INTECH College, the student will receive a 100% refund of all monies paid. Students who are accepted into their chosen course, have a right to withdraw from a program of instruction at any time. You may cancel your training without any penalty or obligation at any time.

**CALCULATION OF PRORATED REFUND.** The refund shall be calculated as follows:

1. Deducting the registration fee of \$150.00 from the total cost of training
2. Dividing the tuition by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
5. The refund will be any amount in excess that was paid by the students third-party.

**TUITION REFUNDS AND CREDIT:** The Institution shall pay or credit refunds due within 45 days following the date upon which the student withdrawal has been determined.

**MATERIALS AND TOOLS:** The student must return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal. The Institute will refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the Institute will offset against the refund calculated.

**TUITION REFUNDS TO THIRD-PARTY STUDENTS:** Tuition refunds for students whose training is paid by a third-party (i.e. workers compensation insurance carrier, The South Bay Workforce Investment Board (SBWIB) workforce Centers, etc.), refunds shall be made to that third party first. Any excess refunds, if any, will be made to the student. Their respective Vocational Counselor will receive a Notice of Refund stating the amount of the refund and to whom the refund was made with a copy of the check.

**TUITION REFUND AFTER CLASSES BEGIN:**

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first-class session or the seventh (7th) day after enrollment, whichever is later.

A student must withdraw or cancel by \_\_\_\_\_, before the student completes 60 percent of the attendance period, in order to receive the pro-rate refund according to the Refund Table. Date

A student will not be eligible for a refund, if the student withdraws or cancels after the 60.1 percent of the attendance period.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

1. Cancellation must be done in writing, and the student shall be refunded all monies paid within 45 days after receipt of the notice.
2. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid within 45 days.
3. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.

**ENROLLMENT AGREEMENT Revised 02/01/2023Page 4 OF 4**

4. The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table

5. You have failed to attend classes for a three-week period with proper authorization.

6. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid The

student shall be deemed to have withdrawn at the end of the three-week period.

7. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (CEC§94911(f))

8. If the student defaults on a federal or state loan, both the following may occur:

- a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.. (CEC§94911(g)(1)92))

9. If the student received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds