

School Performance Fact Sheet (Calendar Years 2019 & 2020)  
Massage Therapy Program – (22 weeks)

**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
2018	8	8	8	90%
2019				%

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
2018	8	8	8	150%
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)**

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	8	8	8	8	25%
2019					%

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.

**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 Field
<b>2018</b>			
<b>2019</b>			

**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 Field
<b>2018</b>			
<b>2019</b>			

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
<b>2018</b>		
<b>2019</b>		

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

**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
<b>2018</b>		
<b>2019</b>		

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 initiating 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: \_\_\_\_\_

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 - \$25,000	\$25,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	8						*
2019							

A list of sources used to substantiate salary disclosures is available from the school

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: Not Applicable.  
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.

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.
- **“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 INSTITUTION REFUND POLICY**

**“STUDENT RIGHT TO CANCEL”:** A student has the right to cancel the enrollment agreement they signed for a program through attendance at the first class day or the seventh day after enrollment, whichever is later to receive a full refund of charges. The notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the enrollment agreement. However, if a student attended at least one day, in the cancellation period, and did not return to class they will be treated as a cancel as it relates to the refund policy and all monies will be returned. If a student is a “no show”, meaning they enrolled and never attended a single day of class they will also be treated as a no-show as it relates to the refund policy and all monies will be refunded. In both of these instances a formal notice is not required. The student can either no show, stop attending in the first five days or notify admissions verbally that they wish to cancel this enrollment agreement before the end of the cancellation period.

**Institutional Refund Policy:** If a student drops or withdraws from a program at THE INTERNATIONAL COLLEGE OF HEALING ARTS before completion, tuition refunds will apply as follows: Students who withdraw from school or stop attending within the first five (5) days of scheduled classes will receive a full refund for tuition and fees.

For refund calculations of tuition and fees, students who withdraw from the program prior to completing sixty percent (60%) of the program will be refunded tuition on a pro rata basis relating to the time enrolled until the last date of attendance. However, if a student withdraws from the institution after completing sixty percent (60%) of the program, no refund will be due them and the tuition cost of the program period will be the student’s responsibility.

The students last date of attendance (LDA) will be used to perform the refund calculation and all refunds will be made within 45 days of the date of determination (DOD). The DOD is the date which the student either gave notice to the institution of their withdrawal or the date which the institution itself determined that the student will no longer be attending.

If a student does not return from an approved leave of absence, then the last date of attendance will be used as the withdrawal date. Also, if a student does not attend class for fourteen (14) consecutive days, on the 15<sup>th</sup> day of non-attendance the student will be unofficially withdrawn as of the last date attended.

THE INTERNATIONAL COLLEGE OF HEALING ARTS is required to be licensed by BPPE and the state mandates a cancellation and refund policy, the institution must demonstrate compliance with that policy. This policy applies to students who withdraw from the school, either officially or unofficially, or are administratively dismissed.

A student’s withdrawal date is the earlier of the date the student began the school’s withdrawal process (as described in the catalog) or officially notified the Campus Director of intent to withdrawal; or fourteen (14) consecutive days after a student ceases attending scheduled classes without notifying the school. Note: students who are granted medical withdrawal are treated in the same manner as students who withdraw from the institution. See school catalog for detailed explanation. Refund calculation examples are available in the school catalog or on the enrollment agreement.