

School Performance Fact Sheet
2015 & 2014 Calendar Years

Entry Level Clerical with Microcomputer Applications – 432 hours

On-Time Completion Rates

Calendar Year	Number of Students Who Began the Program ¹	Students Available for Graduation ²	Number of On-Time Graduates ³	On-Time Completion Rate ⁴
2015	23	23	17	74
2014	60	60	46	77

Student's Initials: _____ **Date:** _____

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

Students Completing Within 0-150% of Published Program Length

Calendar Year	Number of Students Who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2015	23	23	17	74
2014	60	60	17	74

Student's Initials: _____ **Date:** _____

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

Job Placement Rates

“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates”.

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
2014	0	0	0	0	0

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or you can review the list of the institution’s website at <http://www.leninstitute.com>

Gainfully Employed Categories

Entry Level Clerical with Microcomputer Applications – 432 hours

"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates".

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	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	Graduates 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 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: _____

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

License Examination Placement Rates

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
2015	0	0	0	0	0
2014	0	0	0	0	0

Licensure Examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates

Student's Initials: _____ **Date:** _____

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

Salary and Wage Information

“Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates”.

Annual salary and wages reported for graduates employed in the field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Over \$35,000	Students not Reporting Salary
2015	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

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: \$4,655.00

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

Students at L.E.N. Business and Language Institute 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 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: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897.

Student Name - Print

Student Signature

Date

School Official

Date

The following are the definitions for the Performance Fact Sheet:

“Number of Students Who Began 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 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 month 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 the students completed the 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 the 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.

CANCELLATION AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL: you have the right to cancel this agreement for a course of instruction including any equipment such as books materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the first day after the first class you attended OR the student has the right to cancel 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 means a day on which you were scheduled to attend a class session.

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

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on top of the first page of the Enrollment Agreement. You can do this by mail, delivery or telegram. The written notice of cancellation, sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two [2] Notice of Cancellation forms [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty [30] day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

Acceptable methods of delivery of a student's desire to withdrawal from the program are: verbally in person or by telephone OR in writing including email. The effective date of withdrawal will be immediate.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTE"

"The transferability of credit you earn at L.E.N. Business and Language Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in General Office Basics with Microcomputers is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you

L.E.N. Business and Language Institute
1254 Market Street, Suite 200
Phone: 415.252.9059, fax: 452.252.0360, leninstitute.com

earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending L.E.N. Business and Language Institute to determine if your certificate will transfer"

WITHDRAWAL FROM COURSE: You have the right to withdrawal from a course of instruction at any time. If you withdraw from the course of instruction after the periods allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within the thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge and return it in good condition within thirty days following the day of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page of this agreement. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWN IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

After a student attends the first day of classes there is a nonrefundable \$75.00 fee for registration. Supplies will be charged on a prorated basis.

Students may request a Leave-of Absence. Typically reentrance is dependent upon available space. This leave of absence cannot exceed $\frac{1}{2}$ the program length. Thus if a student is enrolled in the 16-week program, they cannot take a leave of absence for longer than 8 weeks.

Violation of the published policies, or behaviors deemed inappropriate by the school administration, may result in administrative withdrawal. Tuition will be refunded from that date forth.