

**SCHOOL PERFORMANCE FACT SHEET**  
**2018 AND 2019 CALENDAR YEAR**

**MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM**

**COST OF EDUCATIONAL PROGRAM:**

Total Charges for the program for students completing on-time in 2018: **\$6,000**.

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

Total Charges for the program for students completing on-time in 2019: **\$6,000**.

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.*

Students at CREATIVE CAREER OPTIONS are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

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

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

**ON-TIME COMPLETION RATES (Graduation Rates)**

**MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate <sup>4</sup>
2018	114	114	114	100
2019	92	92	92	100

**STUDENTS COMPLETING WITHIN AFTER 150% OF THE PUBLISHED PROGRAM LENGTH**

**MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	0	0	0	0
2019	0	0	0	0

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

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

**JOB PLACEMENT RATES****MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM**

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	114	114	114	80	71
2019	92	92	92	67	72

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.creativecareeroptions.net>

**GAINFUL EMPLOYMENT CATEGORIES****MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM****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
2018	0	80	80
2019	9	58	67

**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
2018	80	80	80
2019	67	0	67

**SELF-EMPLOYED/FREE POSITIONS**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2018	0	0
2019	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
2018	0	0
2019	0	0

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**LICENSE EXAMINATION PASSAGE RATES (CONTINUALLY ADMINISTERED EXAMINATIONS)**

**MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM**

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
2018	0	0	0	0	0
2019	0	0	2018	0	0

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 0 graduates.

THIS PROGRAM DOES NOT LEAD TO CALIFORNIA STATE LICENSURE.

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**SALARY AND WAGE INFORMATION**

**MICROSOFT EXCEL 60 CLOCK HOURS CERTIFICATE PROGRAM**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wages Reported Graduates Employed in the Field					
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	\$35,001 to \$40,000	\$40,001 to \$45,000
2018	116	80	2	7	11	50	6	4
2019	92	67	0	4	18	30	9	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.

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.

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

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.

## STUDENTS RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 19 Wimbledon Court, Dana Point, CA 92629. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 and within 45 days after the notice of cancellation is received.

## WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

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

**SCHOOL PERFORMANCE FACT SHEET**  
**2018 AND 2019 CALENDAR YEAR**

**MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM**

**COST OF EDUCATIONAL PROGRAM:**

Total Charges for the program for students completing on-time in 2018: **\$10,000**.

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

Total Charges for the program for students completing on-time in 2019: **\$10,000**.

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.*

Students at CREATIVE CAREER OPTIONS are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

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

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

**ON-TIME COMPLETION RATES (Graduation Rates)**

**MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate
2018	0	0	0	0
2019	0	0	0	0

**STUDENTS COMPLETING WITHIN AFTER 150% OF THE PUBLISHED PROGRAM LENGTH**

**MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	0	0	0	0
2019	0	0	0	0

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

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

**JOB PLACEMENT RATES****MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM**

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	0	0	0	0	0
2019	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.creativecareeroptions.net>

**GAINFUL EMPLOYMENT CATEGORIES****MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM****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
2018	0	0	0
2019	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
2018	0	0	0
2019	0	0	0

**SELF-EMPLOYED/FREE POSITIONS**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2017	0	0
2018	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
2018	0	0
2019	0	0

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**LICENSE EXAMINATION PASSAGE RATES (CONTINUALLY ADMINISTERED EXAMINATIONS)**

**MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM**

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
2018	0	0	0	0	0
2019	0	0	0	0	0

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 0 graduates.

THIS PROGRAM DOES NOT LEAD TO CALIFORNIA STATE LICENSURE.

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**SALARY AND WAGE INFORMATION**

**MICROSOFT OFFICE 100 CLOCK HOURS CERTIFICATE PROGRAM**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wages Reported Graduates Employed in the Field				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Students not Reporting Salary
2018	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0

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Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Name – Print \_\_\_\_\_

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School Official \_\_\_\_\_ Date: \_\_\_\_\_

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“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.

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“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.

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## STUDENTS RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 19 Wimbledon Court, Dana Point, CA 92629. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 and within 45 days after the notice of cancellation is received.

## WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

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

**SCHOOL PERFORMANCE FACT SHEET**  
**2018 AND 2019 CALENDAR YEAR**

**MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM**

**COST OF EDUCATIONAL PROGRAM:**

Total Charges for the program for students completing on-time in 2018: **\$8,000**.

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

Total Charges for the program for students completing on-time in 2019: **\$8,000**.

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.*

Students at CREATIVE CAREER OPTIONS are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

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

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

**ON-TIME COMPLETION RATES (Graduation Rates)**

**MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate <sup>4</sup>
2018	0	0	0	0
2019	0	0	0	0

**STUDENTS COMPLETING WITHIN AFTER 150% OF THE PUBLISHED PROGRAM LENGTH**

**MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	0	0	0	0
2019	0	0	0	0

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

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

**JOB PLACEMENT RATES****MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM**

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	0	0	0	0	0
2019	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.creativecareeroptions.net>

**GAINFUL EMPLOYMENT CATEGORIES****MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM****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
2018	0	0	0
2019	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
2018	0	0	0
2019	0	0	0

**SELF-EMPLOYED/FREE POSITIONS**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2018	0	0
2019	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
2018	0	0
2019	0	0

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**LICENSE EXAMINATION PASSAGE RATES (CONTINUALLY ADMINISTERED EXAMINATIONS)**

**MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM**

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
2018	0	0	0	0	0
2019	0	0	0	0	0

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 0 graduates.

THIS PROGRAM DOES NOT LEAD TO CALIFORNIA STATE LICENSURE.

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**SALARY AND WAGE INFORMATION**

**MICROSOFT POWERPOINT 80 CLOCK HOURS CERTIFICATE PROGRAM**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wages Reported Graduates Employed in the Field				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Students not Reporting Salary
2018	0	0	0	0	0	0	0
2019	0	0	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.

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

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

Student Name – Print \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

School Official \_\_\_\_\_ Date: \_\_\_\_\_



## Definitions

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“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).

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“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.

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“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

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 19 Wimbledon Court, Dana Point, CA 92629. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 and within 45 days after the notice of cancellation is received.

## WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

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

**SCHOOL PERFORMANCE FACT SHEET**  
**2018 AND 2019 CALENDAR YEAR**

**MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM**

**COST OF EDUCATIONAL PROGRAM:**

Total Charges for the program for students completing on-time in 2018: **\$4,000**.

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

Total Charges for the program for students completing on-time in 2019: **\$4,000**.

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

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

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Students at CREATIVE CAREER OPTIONS are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs.

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

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**ON-TIME COMPLETION RATES (Graduation Rates)**

**MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate <sup>4</sup>
2018	0	0	0	0
2019	0	0	0	0

**STUDENTS COMPLETING WITHIN AFTER 150% OF THE PUBLISHED PROGRAM LENGTH**

**MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	0	0	0	0
2019	0	0	0	0

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

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**JOB PLACEMENT RATES****MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM**

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	0	0	0	0	0
2019	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.creativecareeroptions.net>

**GAINFUL EMPLOYMENT CATEGORIES****MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM****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
2018	0	0	0
2019	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
2018	0	0	0
2019	0	0	0

**SELF-EMPLOYED/FREE POSITIONS**

Calendar Year	Graduates Employed who are self-employed or working freelance	Total Graduates Employed in the Field
2018	0	0
2019	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
2018	0	0
2019	0	0

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**LICENSE EXAMINATION PASSAGE RATES (CONTINUALLY ADMINISTERED EXAMINATIONS)**

**MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM**

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
2018	0	0	0	0	0
2019	0	0	0	0	0

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from 0 graduates.

THIS PROGRAM DOES NOT LEAD TO CALIFORNIA STATE LICENSURE.

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**SALARY AND WAGE INFORMATION**

**MICROSOFT WORD 40 CLOCK HOURS CERTIFICATE PROGRAM**

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

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	Annual Salary and Wages Reported Graduates Employed in the Field				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Students not Reporting Salary
2018	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0

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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: 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.

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

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).

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