



**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2015 & 2016**

**Certificate Program – 4 Quarters**

**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
2015	3	3	3	100%
2016	2	2	1	50%

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
2015	3	3	-	-
2016	2	2	-	-

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

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**Job Placement Rates (includes data for the two calendar years prior reporting)**

Calendar Year	Number of Students Who Began the Program	Number Of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate %
2015	3	3	2	1	50%
2016	2	1	1	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. To obtain this list, please ask an institutional representative where to view this list.

**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
2015	1	0	1
2016	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	1	1
2016	0	0	0

### Self-Employed / Freelance Positions

Calendar Year	Graduates who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	1	1
2016	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
2015	0	0
2016	0	0

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

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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:** \_\_\_\_\_

**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.

Table with 8 columns: Calendar Year, Graduates Available for Employment, Graduates Employed in Field, \$20,001-\$25,000, \$35,001-\$40,000, \$40,001-\$45,000, \$45,001-\$50,000, No Salary Information Reported. Rows for 2015 and 2016.

A list of sources used to substantiate salary disclosures is available from the school. 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: \$17,140.00. 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.



Students at California College of Music 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'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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [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**

Every student has the right to cancel a program and obtain a refund by providing written notice to the CCM Director.

The student has the right to cancel their Enrollment Agreement and obtain a full refund (minus the application fee and all other clearly stated non-refundable fees) by providing written notice of cancellation to the CCM Director *before 5:00 p.m. on the first day of instruction or the seventh day after enrollment, whichever is later*. If the student pays tuition but does not show up for class during the entire first week of the quarter (a type of cancellation known as a “no-show”), the student will be issued a full refund (minus the application fee and all other non-refundable fees) and will be automatically removed from their classes. The student may return their printed curricula and books in new, unused condition for a refund by the end of the cancellation period. If the student fails to return the supplies, equipment, and/or books, in good condition within the cancellation period, the institution may keep that portion of the monies paid equal to the cost, and shall only refund the remaining balance. Students may be charged for used textbooks, supplies, equipment, and maintenance fees if applicable. The institution will make refunds within 45 days from the date of notice of cancellation. If CCM cancels or discontinues a program subsequent to a student's enrollment, the College will refund all monies paid by the student, minus the application fee.

Withdrawal is the voluntary departure from a program of study at any time after 5:00pm on the first day of the first quarter of the program. Every student has the right to withdraw at any time once a program has begun, and, if 60% or less of the program has been completed measured in clock hours, shall receive a pro rata refund (minus the application fee and all other clearly stated nonrefundable fees). The pro rata refund shall be calculated using the last day of attendance (LDA), and all refunds shall be issued within forty-five (45) days from the date of determination (DOD), the date the student gives the College notice of withdrawal. In any withdrawal, the student is obligated to pay for all educational services rendered, any unreturned equipment, and material/maintenance fees for the quarters attended. The College may also retain a withdrawal fee up to a maximum of \$250 (including the application fee). For international students who are in the country carrying a student visa and an I-20, withdrawals must be made in writing with the CCM Director. All students must submit in writing a notice of intent to withdraw to the admissions coordinator, and notify their instructor of their wish to withdraw. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. A student who is absent for more than 10 consecutive days of instruction shall be considered a withdrawal, unless that student has received a leave of absence from CCM.

The student's pro rata refund shall be a percentage of the full amount of tuition paid, representing instruction paid for but not received. This percentage is calculated by dividing the number of hours remaining in the program (those hours not yet attended) by the total number of hours in the program. When determining the number of hours completed by the student. If the student withdraws after completing more than 60% of the scheduled clock hours, the College will retain 100% of tuition.