

**Payroll, AP/AR and Human Resources - 680 Hours**

**Cost of Educational Program**

Total Charges for the program for students completing on-time in 2016: *\$11,588.00*

Additional charges may be incurred if the Payroll, AP/AR and Human Resources program is not completed on-time.

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

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

**Student Loan/Debt Information**

|  |            |       |
|--|------------|-------|
| (A) The most recent three year cohort default rate, as reported by the United States Department of Education;                        | 2012       | 12.3% |
|  | 2013       | 13%   |
|  | 2014       | 12.8% |
| (B) The percentage of enrolled students receiving federal student loans;   | In 2016    | 81 %  |
| (C) The average amount of federal student loan debt of those graduates who have federal student loan debt in the reporting year; and | \$6,837.00 |       |
| (D) The percentage of graduates with federal student loans, as calculated by the institution.  | 76%        |       |

**Federal Student Loan Debt at Summit College**

|   |             |
|---|-------------|
| Percentage of students who defaulted on their federal student loans at this school:                         | 12.8 %      |
| Percentage of students enrolled in 2016 who took out federal student loans to pay for this program:         | 81%         |
| Percentage of graduates in 2016 who took out federal student loans to pay for this program:                 | 76%         |
| Average federal student loan debt of 2016 graduates who took out federal student loans at this institution: | \$ 6,837.00 |

<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 (about 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.

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

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**Number of On-Time Graduates** (Includes data for the two calendar years prior to reporting)

**Payroll, AP/AR and Human Resources - 680 Hours**

| Calendar Year                               | Number of Students Who Began Program | Students Available for Graduation | On-Time Graduates | On-Time Completion Rate |
|---|--------------------------------------|-----------------------------------|-------------------|-------------------------|
| <b>COLTON</b>                               |                                      |                                   |                   |                         |
| 2015  | 13                                   | 13                                | 11                | 85%                     |
| 2016  | 18                                   | 18                                | 16                | 88.89%                  |
| <b>SANTA ANA</b> NOT OFFERED AT THIS CAMPUS |                                      |                                   |                   |                         |
| <b>EL CAJON</b> NOT OFFERED AT THIS CAMPUS  |                                      |                                   |                   |                         |

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

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**Students Completing Within 150% of the Published Program Length**

(Includes data for the two calendar years prior to reporting)

The completion data is being reported for students completing within 150% of the published program length.

**Payroll, AP/AR and Human Resources - 680 Hours**

| Calendar Year                               | Number of Students Who Began Program | Students Available for Graduation | 150% Graduates | 150% Completion Rate |
|---|--------------------------------------|-----------------------------------|----------------|----------------------|
| <b>COLTON</b>                               |                                      |                                   |                |                      |
| 2015  | 13                                   | 13                                | 0              | 0                    |
| 2016  | 18                                   | 18                                | 0              | 0                    |
| <b>SANTA ANA</b> NOT OFFERED AT THIS CAMPUS |                                      |                                   |                |                      |
| <b>EL CAJON</b> NOT OFFERED AT THIS CAMPUS  |                                      |                                   |                |                      |

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

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

**Payroll, AP/AR and Human Resources - 680 Hours**

| 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 |
|---|--|---------------------|------------------------------------|---------------------------------|--|
| <b>Colton</b>                               |  |                     |                                    |                                 |  |
| 2015  | ** 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 2016 and prior graduates. |                     |                                    |                                 |  |
| 2016  |  |                     |                                    |                                 |  |
| <b>SANTA ANA</b> NOT OFFERED AT THIS CAMPUS |  |                     |                                    |                                 |  |
| <b>EL CAJON</b> NOT OFFERED AT THIS CAMPUS  |  |                     |                                    |                                 |  |

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. This list is available in the Student Handbook under this program information and at [www.summitcollege.edu/disclosures](http://www.summitcollege.edu/disclosures).

\*\* 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 2016 and prior graduates.

**Gainful Employment Categories** (Includes data for the two calendar years prior to reporting)

**Part Time vs. Full Time Employment**

|                  | <i>Graduates Employed in the field 20 to 29 hours per week</i> | <i>Graduates Employed in the field at least 30 hours per week</i> | <i>Total Graduates Employed in the Field</i> |
|------------------|--|---|--|
| <b>Colton</b>    | ** see above disclaimer  |   |  |
| <b>SANTA ANA</b> | NOT OFFERED AT THIS CAMPUS                                     |   |  |
| <b>EL CAJON</b>  | NOT OFFERED AT THIS CAMPUS                                     |   |  |

**Single Position vs. Concurrent Aggregated Positions**

|                  | <i>Graduates Employed in the field in a single position</i> | <i>Graduates Employed in the field in concurrent aggregated positions</i> | <i>Total Graduates Employed in the Field</i> |
|------------------|---|---|--|
| <b>Colton</b>    | ** see above disclaimer                                     |   |  |
| <b>SANTA ANA</b> | NOT OFFERED AT THIS CAMPUS                                  |   |  |
| <b>EL CAJON</b>  | NOT OFFERED AT THIS CAMPUS                                  |   |  |

**Self-Employed/Freelance Positions**

|                  | <i>Graduates Employed who are self-employed or working freelance</i> | <i>Total Graduates Employed in the Field</i> |
|------------------|--|--|
| <b>Colton</b>    | ** see above disclaimer  |  |
| <b>SANTA ANA</b> | NOT OFFERED AT THIS CAMPUS   |  |
| <b>EL CAJON</b>  | NOT OFFERED AT THIS CAMPUS   |  |

**Institutional Employment**

|                  | <i>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</i> | <i>Total Graduates Employed in the Field</i> |
|------------------|--|--|
| <b>Colton</b>    | ** see above disclaimer  |  |
| <b>SANTA ANA</b> | NOT OFFERED AT THIS CAMPUS   |  |
| <b>EL CAJON</b>  | NOT OFFERED AT THIS CAMPUS   |  |

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

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**License Examination Passage Rates** (Includes data for the two calendar years prior to reporting)

**Payroll, AP/AR and Human Resources - 680 Hours**

| 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          | N/A                                  | N/A                             | N/A                                    | N/A                                    | N/A          |
| 2016          | N/A                                  | N/A                             | N/A                                    | N/A                                    | N/A          |

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

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**Salary and Wage Information-** (Includes data for the two calendar years prior to reporting)

\*\* 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 2016 and prior graduates.

**Payroll, AP/AR and Human Resources - 680 Hours**

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

| Calendar Year    | Graduates available for Employment | 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 | No Salary Information Reported |
|------------------|------------------------------------|---------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| <b>Colton</b>    | ** see above disclaimer            |                                 |                      |                      |                      |                      |                                |
| <b>SANTA ANA</b> | NOT OFFERED AT THIS CAMPUS         |                                 |                      |                      |                      |                      |                                |
| <b>EL CAJON</b>  | NOT OFFERED AT THIS CAMPUS         |                                 |                      |                      |                      |                      |                                |

A list of the sources used to substantiate the salary disclosures is available from the school. To obtain this list, please ask an institutional representative in the Career Services Department to view.

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

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**The following are the definitions for the Performance Fact Sheet:**

**"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.

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

## STUDENT’S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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, if notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you have given notice of cancellation to the Campus of Summit College listed on the top of the page of this agreement or verbally to the Director of Admissions. The notice of cancellation, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Director of Admissions." The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

If the school has given you any equipment, including books or other materials, you must return them to the school within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 10-day period, the school will 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 issue a refund, less any non-refundable fees and deduction for equipment not returned within the 10-day period and in good condition, within 30 days after your notice of cancellation is received.

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. §94911(e)(2)

Please contact student services at one of the following campuses:

|                 |                  |  |
|-----------------|------------------|--|
| Summit College, | Colton Campus    | 851 S. Cooley Drive, Colton, CA 92324    |
|                 | Santa Ana Campus | 1639 E. Edinger Ave, Santa Ana, CA 92805 |
|                 | El Cajon         | 411 N Marshall Ave, El Cajon, CA 92020   |

**I have read and understood the information presented above.**

Print Name Here \_\_\_\_\_

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

Witnessed by: \_\_\_\_\_

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education

P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov) or E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

(916) 574-7720

## CANCELLATION DISCLOSURE

### REJECTION OF APPLICANT:

If an applicant is rejected for enrollment by Summit College, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.

### PROGRAM CANCELLATION:

If Summit College cancels a program subsequent to a student’s enrollment, Summit College will refund all monies paid by the student.

### CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:

If an applicant accepted by Summit College cancels prior to the start of scheduled classes or never attends class (no-show), Summit College will refund all monies paid, less the non-refundable registration fee for the program.

### CANCELLATION AFTER THE START OF CLASS:

If Summit College has provided any equipment, including books or other materials, it must be returned to the College within 7 calendar days following the date of notice of cancellation. If equipment is not returned, including books or other materials, in new condition within the 7-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Upon cancellation of the Enrollment Agreement, the College will refund any money paid, less the non-refundable registration fee, and any deduction for equipment not returned in a timely manner and in new condition, within 30 calendar days after notice of cancellation is received.

All program costs including tuition, fees, and any other costs are published in the back of the student catalog. Any non-refundable fees and charges are clearly labeled as such.

I have read and understand the information presented above.

\_\_\_\_\_ Signed

\_\_\_\_\_ Date \_\_\_\_\_ Witnessed