



**The ESL School at NYFA**  
 3300 Riverside Drive  
 Burbank, CA 91505  
 Phone: 818-333-3558  
 www.eslnyfa.edu

**SCHOOL PERFORMANCE FACT SHEET  
 CALENDAR YEARS 2016 & 2017**

**Intensive English Program – 12-Week 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
2016	73	73	56	77%
2017	102	102	74	73%

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
2016	73	56	0	N/A	N/A
2017	102	74	0	N/A	N/A

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**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
2016	N/A	N/A	N/A
2017	N/A	N/A	N/A



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**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
2016	N/A	N/A	N/A
2017	N/A	N/A	N/A

**Self-Employed/Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	N/A	N/A
2017	N/A	N/A

**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
2016	N/A	N/A
2017	N/A	N/A

Completion of the Intensive English Program at The ESL School at NYFA does not lead to job placement.

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

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
2016	56	N/A	N/A	N/A	N/A
2017	74	N/A	N/A	N/A	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 130 graduates.

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

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**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	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No salary Information Reported
2016	0	N/A					
2017	0	N/A					

A list of sources used to substantiate salary disclosures is available from the school. You can obtain this information from the Administration Director in The ESL School at NYFA office.

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

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**Cost of Educational Program**

Total Charges for the program for students completing on-time in 2017: \$3,700 per quarter. Additional charges may be incurred if the program is not completed on-time.

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

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**Federal Student Loan Debt**

Students at The ESL School at NYFA 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**



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### **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.
- “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.



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### **STUDENT'S RIGHT TO CANCEL**

The student has a right to cancel this enrollment agreement and obtain a refund. A notice of cancellation or withdrawal must be made in writing. The written request must include the following information: specific timeframes, such as the date the course started and the date of cancellation or withdrawal. Notice of Withdrawal forms are available in the Registrar's Office.

Any student who intends to cancel or withdraw must submit a signed and dated copy of the Notice of Withdrawal Form, or any other form of written notice that includes the required information to:

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### **REFUND INFORMATION**

The ESL School at NYFA will refund 100% of the amount paid for institutional charges, less an administrative processing fee of \$100.00 if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**Notice of cancellation or withdrawal must be made no later than \_\_\_\_\_.**

After the 100% refund period described above, a student may withdraw from a course after instruction has started and receive a pro rata refund (less a non-refundable administrative processing fee of \$100.00) for the unused portion of the tuition and other refundable charges, if the student has completed 60% or less of the level's instruction. The amount of the refund is calculated based on the student's last day of attendance.

Refunds are disbursed within 30 days of the official withdrawal from the school. The withdrawal is dated on the day that the student gave written notice to the school.

The ESL School at NYFA shall refund any credit balance on the student's account within 30 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

The ESL School at NYFA does not participate in federal and state financial aid programs. If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. The institution's refund policy will be applied to the portion of tuition paid by the student.



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Any student that has obtained a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Students whose entire tuition and fees are paid by a third party organization are not entitled to a refund for the tuition and fees. The school will refund money, such as application fees, collected from a third party on the student's behalf. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Students may request a refund from the Registrar's Office. The request must be in writing and must include specific timeframes, including the date the program started and the date of withdrawal. Requests should be sent to The ESL School at NYFA, 3300 Riverside Drive, Burbank, CA 91505 Attn: Vince Voskanian, Registrar.

### **NOTICE:**

**YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.**

### **RETURNED CHECK NOTICE**

If any payment cannot be collected due to a returned check, the student is responsible for the total amount plus a fifty-dollar (\$50.00 US) fee for every returned check.

### **LOAN DEFAULT**

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1.) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2.) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.