

## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016

### Administrative Office Assistant – 900 Clock Hours

#### 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	52	49	39	75%
2016	49	49	19	39%

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)

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.

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
2016	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. 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 from the Office of the Executive Director.

**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	0	0	0
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	0	0
2016	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
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 is not subject to licensure.**

**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.

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2015	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school and may be requested from the Office of the Executive Director.

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### Cost of Educational Program

Total charges for the program for students completing on-time in 2016: **\$9,230** 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

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.	The percentage of graduates in 2016 with federal student loans as calculated by the institution.
N/A	0	0	N/A

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

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<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 (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.



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Student Name - Print

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Student Signature

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Date

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School Official

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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**

You have the right to cancel your enrollment agreement for a program including any equipment such as books, materials and supplies or any other goods related to the instruction offered in their enrollment agreement, on the first day of attending class or until midnight on the seventh calendar day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of GDS Institute shown on the top of the front page of this enrollment agreement. You can do this by certified mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation not need to take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

If you have received any equipment, including books or other materials, you must return it to the Institute within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in reusable undamaged condition within the 30-day period, the institute may deduct its documented cost for the equipment from any refund that may be due to you. Upon paying for the equipment it is yours to keep, without further obligation. If you cancel your enrollment agreement on the first day of attending class or by midnight on the seventh calendar day after enrollment, whichever is later, GDS Institute will refund any money that you have paid, less any non-refundable fees, if applicable, not to exceed \$250.00 within 45 days of your notice of cancellation being received. The date by which you must exercise your right to cancel this agreement is: \_\_\_\_\_



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

**Human Resources Administrator – 900 Clock Hours**

**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	2	0	0
2016	11	11	6	55%

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

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**Job Placement Rates (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.

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
2016	0	0	0	0	0



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**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	0	0	0
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	0	0
2016	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
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 is not subject to licensure.**

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

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#### **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
2015	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0

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

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### Cost of Educational Program

Total charges for the program for students completing on-time in 2016: **\$9,230** 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

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 20XX receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 20XX graduates who took out federal student loans at this institution.	The percentage of graduates in 20XX with federal student loans as calculated by the institution.
0	0	0	N/A

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

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<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 (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.



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Student Name - Print

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Student Signature

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Date

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School Official

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 & 2016

### Light Auto Mechanics – 900 Clock Hours

#### 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	14	10	6	43%
2016	15	15	2	13%

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

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

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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
2016	0	0	0	0	0

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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	0	0
2016	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
2016	0	0





**Institutional Employment**

<b>Calendar Year</b>	<b>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.</b>	<b>Total Graduates Employed in the Field</b>
2015	0	0
2016	0	0

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

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**Annual salary and wages reported for graduates employed in the field.**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$20,001 - \$25,000</b>	<b>\$35,001 - \$40,000</b>	<b>\$40,001 - \$45,000</b>	<b>\$45,001 - \$50,000</b>	<b>No Salary Information Reported</b>
2015	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0

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

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0	0	0	N/A

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\_\_\_\_\_  
Student Name - Print

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

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School Official

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