



**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2015 & 2016**  
**Master of Business Administration (MBA On Ground) – 2 years**

**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	0	0	0	N/A
2016	0	0	0	N/A

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

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

**150% TABLE OPTIONAL ↓**

**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
20XV				
20XW				
**20XX				
**20XY				

\*\*Included if the program is more than one year in length.

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

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

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	N/A
2016	0	0	0	0	N/A

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. For more information, visit <https://www.sofia.edu/academics/bsba/gedt-bsba/>.

**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			
2016			

**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			
2016			



**Self-Employed / Freelance Positions**

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

**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		
2016		

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

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**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

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

**Only initial after you have had sufficient time to read and understand the information.**



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

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						

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

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

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**OR**

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					
2016					

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # 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	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2015							
2016							

A list of sources used to substantiate salary disclosures is available from the school. [\(Insert how student can obtain this information.\)](#)

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: **\$59,700**. 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 who took out federal student loans to pay for this program.
3.1%	N/A	N/A	N/A

<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.



**Sofia University**  
**1069 East Meadow Circle Palo Alto, CA 94303 | 650-493-4430**  
**<https://www.sofia.edu/academics/>**

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

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

**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

Students at **NAME OF INSTITUTION** 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.

**NAME OF INSTITUTION** is eligible, but chooses not to participate in federal student aid programs. Therefore students who attend this institution do not have federal student loans.

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



\* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on **01/06/2016** As of **06/30/2020**, two full years of data for this program will be available.

### **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.



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- “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**

- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15 spacing.
  - Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

*[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS – see below]*

### **D: Student Right to Cancel**

#### **Sofia University Withdrawal and Refund Policy**

##### **Refunds for Withdrawing from Registration:**

Withdrawal is defined as the dropping of one's entire program in a given term as differentiated from dropping some, but not all, of one's courses. First time students have the right to cancel the enrollment agreement and obtain a full refund of tuition charges paid (less non-refundable application fee and acceptance fee) if withdrawn within seven days of enrolling or through attendance at the first class-session, whichever is later.

A student is considered registered until the date on which written notice of withdrawal is received by the Office of the Registrar. A student's financial assistance is adjusted to reflect reductions in the student's overall budget. Excess financial aid is restored proportionately to the funds from which it was drawn before a refund is given.

According to federal regulations, Sofia University must use the withdrawal date for refund calculations as "either the date the student officially notifies the school that he or she is withdrawing or the last date of class attendance that the school can document." The University has adopted the following withdrawal policy to establish charges based on the amount of time completed in the enrollment period.

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid programs.

##### **Refunds for Dropping Individual Classes:**

For first time enrolling students, the University refunds tuition in full (not non-refundable application fee or non-refundable acceptance fee) for classes dropped before the first day of quarter (or up through the add/drop period). There is no refund of tuition for individual courses dropped after the last day of add/drop period. The add/drop period is usually the first week (Monday-Sunday) of each quarter.

##### **Medical Emergency Tuition Refunds**

For the students who have to withdraw for unforeseeable medical reasons, the refund will be given only before the mid-point of the term, and formal doctor's notes is required. The refund is prorated based on the date you begin the official withdrawal process.

**Any request to change enrollment status in an entire program (i.e. withdraw, transfer) or to drop an individual class must be submitted in writing (with documentation if required) to the registrar's office.**

**Student's initial \_\_\_\_\_**

**Financial Aid Refunds and Return of Federal Funds:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. Students have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

“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.”

Students who receive aid for which they are later determined to be ineligible will be responsible for timely repayment of this aid to the appropriate source.

Title IV - Students who receive Title IV financial aid will have their refund calculated as required by regulation. Under the most recent reauthorization of the Higher Education Act of 1964, the return of federal funds has been separated from the calculation of refunds for institutional charges. The percentage of the return is based on the number of calendar days completed within an enrollment term. The calculation will be based upon the official withdrawal date.

Because students on leave are classified as withdrawn when certifying enrollment status for federal financial aid, any aid you receive must be subjected to the federal R2T4 return of funds formula. This means that if you received a refund check from the school, all or part of those "unearned" funds may need to be returned to Direct Loan. For those students who are eligible and receive federal financial aid, the following federal financial aid refund policy applies. The focus of the policy is to return the unearned portion of the federal financial aid for the enrollment period. The refund will be calculated based on the date you begin the official withdrawal process, the last date of the documented attendance or, for an unofficial withdrawal, the mid-point of the term or the last documented date of attendance. If a student withdraws from school on or before 60% of the term is complete, then the percentage of unearned Title IV federal aid shall be returned by the school and possibly by the student.

**The following distribution of returned funds is as follows:**

Federal Unsubsidized Stafford Loan	Federal PLUS/PPLUS Loan
Federal Subsidized Stafford Loan	Other Title IV aid programs
Federal Pell Grant	Private or institutional aid
FSEOG (Federal Supplemental Educational Opportunity Grant)	
Other federal sources	

**Note:** After the Federal Financial Aid refund, the student is responsible for any unpaid balance based on Sofia's refund policy.

**Student's initial \_\_\_\_\_**

