



SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2016 and 2017

Certificate in Sustainable Management
(San Francisco Campus)

Program Length: Three Courses (11 credits) over 2 – 3 Semesters

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-time Graduates	On-Time Completion Rate
2017	4	4	4	100%
2016	1	1	1	100%

Student Initials: _____ Date: _____

Initial only if you have had 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 Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in Field	Placement Rate % of Graduates Employed in the Field
2017	4	4	4	3	75%
2016	1	1	1	1	100%

You may obtain from Presidio Graduate School a list of the employment positions determined to be in the field for which a student received education and training. Please contact registrar@presidio.edu to request this list.

Student Initials: _____ Date: _____

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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	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
2017	0	3	3
2016	0	1	1



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
2017	3	0	3
2016	1	0	1

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	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
2017	0	0
2016	0	0

Student Initials: _____ Date: _____
Initial only if you have had time to read and understand the information.

License Examination Passage Rates

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
2017	4	n/a	n/a	n/a	n/a
2016	1	n/a	n/a	n/a	n/a

Licensure examination passage data is not applicable to Presidio Graduate School programs.

Student Initials: _____ Date: _____
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Salary and Wage Information

Includes data for the two calendar years prior to reporting.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$45,001 - \$50,000	\$60,001 - \$65,000	\$70,001 - \$75,000	\$75,001 - \$80,000	\$80,001 - \$85,000	\$85,001 - \$90,000	\$90,001 - \$95,000	\$95,001 - \$100,000	\$100,001 - \$110,000	Not reported
2017	4	3	1			1					1	0
2016	1	1										1

A list of sources used to substantiate salary disclosures is available from Presidio Graduate School. Please contact info@presidio.edu to request this list.

Student Initials: _____ Date: _____
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Cost of Certificate in Sustainable Management Program

Total charges for the program for students completing on-time in Spring 2017: **\$12,779**. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in Fall 2017: **\$13,119**. Additional charges may be incurred if the program is not completed on-time.

Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2016-2017 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2016-2017 graduates who took out federal student loans at this institution.	The percentage of graduates in 2016-2017 who took out federal student loans to pay for this program.
Not applicable.	Not applicable.	Not applicable.	Not applicable.

¹ 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.

Student Initials: _____ Date: _____

Initial only if you have had 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: www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Toll-free telephone: (888) 370-7589
Fax: (916) 263-1897
www.bppe.ca.gov

Student Name (please print clearly)

Student signature

Date

School Representative Signature

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.
- “Gainfully Employed” means:
 - (A) (i) The graduate is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates; and
 - (ii) The graduate is employed in a single position or concurrent aggregated positions totaling at least 30 hours per week for 5 weeks (35 calendar days) , or totaling at least 20 hours per week for 5 weeks (35 calendar days) with a statement signed by the graduate stating that he or she chose to seek part-time employment rather than fulltime employment after graduation; or
 - (B) The graduate is employed by the same employer that employed the graduate before enrollment, and any of the following conditions are met:
 - (i) the graduate is employed in an occupation with a different Detailed Occupation (six-digit) level Standard Occupational Classification code than applies to the position in which the graduate was employed before enrollment; or

(ii) the employer or the graduate provides a statement to the effect that the employment after graduation was the result of a promotion with increased pay, due at least in part to graduation from the program; or

(iii) the employer or the graduate provides as statement to the effect that the degree or the completed program was required as a condition of continued employment; or

(C) The graduate is self-employed or working freelance as reasonably evidenced by, but not limited to, a business license, fictitious business name statement, advertising (other than business cards), website, or business receipts or other evidence of income from business; or an attestation signed by the graduate of self-employment or freelance work and dated after graduation.

- “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

A student may cancel an Enrollment Agreement or withdraw from Presidio Graduate School at any time. The student has the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has a right to a full (100%) refund of all tuition paid less the non-refundable fees if the student cancels during this time period.

If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the period charged, but before completion of 60% of the period charged, the amount charged for tuition (less non-refundable fees) for the completed portion of the course(s) shall not exceed the prorated portion of the total tuition charged. This portion is arrived at by multiplying the total tuition charged for the period by the ratio of the number of days attended to the total number of days in the period. No refund is made after 60% of the attendance period.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies Registrar in writing of the student's withdrawal.
2. PGS terminates the student's enrollment for failure to abide by the rules and regulations of PGS; absences in excess of maximum set forth by PGS.
3. Failure to return from a leave of absence.

The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the days in the term), multiplied by the number of days scheduled to attend, prior to withdrawal. Students who have had an outstanding debt for 120 days or longer will be sent to an outside collection agency, at the discretion of PGS. Collection costs including attorney's fees, court costs, agency commissions, and other assessments incurred to collect your unpaid account balance will be added to your student account balance.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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.

If Presidio Graduate School cancels or discontinues a course or program, it will refund all charges and fees associated with the course or program. The notice of cancellation shall be in writing, and is effective upon Presidio Graduate School's receipt of the cancellation notice. The

notice will be accepted in person, by mail to Presidio Graduate School mailing address (1202 Ralston St, Suite 300, San Francisco, CA 94129) or via email to registrar@presidio.edu. A student must complete the following steps in order to cancel their enrollment agreement, withdraw from the institution and obtain a refund:

1. Submit written notice to the Registrar to officially withdraw from course(s).
2. Complete an Add/Drop Form with the Registrar. The registrar will post announcements containing deadlines for add/drop regularly. For students receiving state or federal financial aid, refunds are not always made directly to the student. The official withdrawal date used for refund purposes is the date the student submits the Add/Drop form to the Registrar.
3. If a credit balance occurs on a student account, PGS has 45 days in which to return the excess credit balance to the student. Examples of how a credit balance may occur is as follows:

Example: A student completes 30 days of 125 days (17 week semester) and paid \$4500 for a course (less non-refundable fees), the pro rata refund to the student would be \$3,420.00 based on the calculation set forth below.

$$\begin{aligned} & \$4,500 \text{ (tuition charged)} \div 125 \text{ days} \times 95 \text{ days remaining} = \\ & \qquad \qquad \qquad \$3,420.00 \text{ (actual refund amount)} \end{aligned}$$

If the student ceases to attend Presidio Graduate School after completing 60% of the period charged (75 days), the student will be charged 100% of the tuition and charges applicable for all courses in the payment/academic period.

In conjunction with the tuition refund schedule above, there is a \$110 withdrawal fee if all courses are dropped. This fee does not apply to students taking an approved leave of absence. Students who withdraw from PGS and are recipients of student loans will have their costs and eligible loans prorated according to Title IV guidelines. PGS's tuition and refund policy begins on the first day of the term.

Please note that the Student Tuition Recovery Fund (STRF) non-refundable fee is zero. Please see below for more information on the STRF.