

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

**Associate of Ministerial Leadership – 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	0
2016	23	23	0	0

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

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

**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
2015	n/a	n/a	n/a	n/a
2016	n/a	n/a	n/a	n/a

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	n/a	n/a	n/a	n/a	n/a
2016	n/a	n/a	n/a	n/a	n/a



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

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.

**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	n/a	n/a	n/a
2016	n/a	n/a	n/a

**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	n/a	n/a	n/a
2016	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
2015	n/a	n/a
2016	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
2015	n/a	n/a
2016	n/a	n/a

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

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

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

A license examination is not applicable to this program of study.

**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
2015	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2016	n/a	n/a	n/a	n/a	n/a	n/a	n/a

A list of sources used to substantiate salary disclosures is available from the school. **The student may also find information at <http://www.edeps.org/> and <https://bls.gov/>.**

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: \$0 - **Not applicable because there were no graduates: new program.** 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.	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.
7.8%	78%	0%	0%

<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.

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

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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 07/26/2017. As of 07/26/2018, 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.
- “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

THE REFUND POLICY FOR SOUTHEASTERN UNIVERSITY IS AS FOLLOWS:

If Southeastern University has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to the student all the money the student has paid.

When a student submits written notice of cancellation to the Admission Office or the Office of the Registrar prior to the first day of classes, a full refund (100%) of institutional charges is made.

If a student withdraws from the university on or before the add/drop deadline after classes have begun, a full refund (100%) of tuition are made.

A student choosing to withdraw after the commencement of classes is to provide a written notice to the Site Director with the expected last date of attendance. The student is also required to complete a withdrawal form from the Retention Office and complete a short exit interview with the Retention Coordinator to officially withdraw from the university. (Please refer to the University Catalog for additional withdrawal policy details.) A student will be determined to be withdrawn from the institution if the student misses 14 consecutive calendar days.

If special circumstance arise, a student may submit a leave of absence written request, which should include the date the student anticipates the leave beginning and ending. The leave of absence cannot exceed 180 days in a 12 month period. If a student fails to return on or before the end of an approved leave of absence, they will be considered withdrawn as of the date the LOA was approved for refund purposes.

When official withdrawal forms are filed in the Retention Office after classes have begun, refunds of tuition and room and board are made within 45 days after receipt of a written request or the date the student last attended class, whichever is sooner. Expenses and financial aid will be prorated based on Federal Title IV Funds Guidelines. The amount of federal financial assistance that a withdrawing student earns is calculated on a pro-rata basis. Please refer to the attached table. The table list the percentage of the tuition the student is responsible to pay based on the withdrawal date.

Once the student has completed more than 60% of the payment period, all federal financial assistance is considered to be earned and the student will be responsible for 100% of charges.

Fees are nonrefundable after the first week of classes.

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.

Additionally, please review the Return of Title IV Funds as stipulated in the University's academic catalog, Financial Information section.