



School Performance Fact Sheet

Calendar Year 2023 and 2024

Program Name	Medical Assistant Program
Degree Type:	Certificate
CIP Code	51.0801
Credits Hours Required:	720 hours

1. On-Time Completion Rates (Graduation Rates): (Includes data for the two calendar years prior to report)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2023	7	7	7	100%
2024	8	7	7	100%

Student's Initials: _____ Date: _____

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

2. Job Placement Rates: (Includes data for the two calendar years prior to report)

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
2023	7	7	6	5	83%
2024	8	7	5	4	80%

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. Please ask your enrollment representative for this information.

Student's Initials: _____ Date: _____

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3. 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
2023	2	3	5
2024	0	4	4

Student's Initials: _____ Date: _____

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School Performance Fact Sheet Calendar Year 2023 and 2024

4. 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
2023	5	0	5
2024	4	0	4

Student's Initials: _____ Date: _____

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

5. Self-Employed / Freelance Positions:

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2023	0	5
2024	0	4

6. 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
2023	0	5
2024	0	4

Student's Initials: _____ Date: _____

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School Performance Fact Sheet Calendar Year 2023 and 2024

7. 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	Pass Rate
2023	7	5	3	2	60%
2024	7	7	5	2	71%

Student's Initials: _____ Date: _____

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8. 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 the Field	\$15,000.00 - \$30,000.00	\$30,000.00 - \$35,000.00	\$35,000.00 - \$40,000.00	\$40,000.00 - \$55,000.00	No Salary Information Reported
2023	6	5	2	1	2	0	0
2024	5	4	0	1	0	3	0

A list of sources used to substantiate salary disclosures is available from the school. Please ask your enrollment representative for this information.

Student's Initials: _____ Date: _____

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

9. Cost of Educational Program:

Total charges for the program for students completing on time in **2023: \$11,000**

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in **2024: \$11,000**

Total charges may be higher for students that do not complete on time.

Student's Initials: _____ Date: _____

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School Performance Fact Sheet Calendar Year 2023 and 2024

10. Federal Student Loan Debt:

Students at Los Angeles Career College are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its student to participate in federal student aid program.

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 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, 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 Name and Title – Print

School Official Signature

Date



School Performance Fact Sheet Calendar Year 2023 and 2024

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 began on **01/03/2022**. As of **06/07/2024**, 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.



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School Performance Fact Sheet Calendar Year 2023 and 2024

- “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.

STUDENTS RIGHT TO CANCEL

You have the right to cancel your enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give notice of cancellation to the institution, preferably by email to Lilit@LACareerCollege.com. You can also contact the school by phone, bring written notification in person, or mail notification to 8978 Tampa Ave., Northridge, CA 91324. If sent by mail, the notification must have appropriate postage and will be considered effective on the postmarked date. The written notice of cancellation need not take any specific form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

If the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of your cancellation notice. If you fail to return this equipment in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund due to you. Once you pay for the equipment, it is yours to keep it without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.



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School Performance Fact Sheet

Calendar Year 2023 and 2024

CANCELLATION OF COURSES

Los Angeles Career College reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, email, and/or mail. If the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of the cancellation notice. If you fail to return this equipment in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund due to you. The school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

OFFICIAL WITHDRAWALS

An Official Withdrawal is one in which the student has provided Los Angeles Career College with notification of intent to end their enrollment, which can be done at any time. If a student wishes to withdraw from the Los Angeles Career College, he or she must notify an Administrator or School Director. The notification may be made using any method, though sending an email to Lilit@LACareerCollege.com is preferred. The date the notification is received by the school is the date of determination. The school begins the withdrawal process when a notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the student initiated an Official Withdrawal. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

UNOFFICIAL WITHDRAWALS



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School Performance Fact Sheet Calendar Year 2023 and 2024

An Unofficial Withdrawal is one in which the student has not provided Los Angeles Career College with notice of intent to end their enrollment. Unofficial withdrawals are initiated by Los Angeles Career College and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or other school policies. In the case of an Unofficial Withdrawal, the student's withdrawal date (date of determination) is the date that the Unofficial Withdrawal is initiated by Los Angeles Career College. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the Unofficial Withdrawal occurred. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

CANCELLATION OF THIS ENROLLMENT AGREEMENT CAN OCCUR UP TO: _____.

Refund Policy

Prior to the start of classes

If the applicant is not accepted by the college, all monies paid, including tuition, will be refunded, except for the non-refundable application fee.

If the applicant is accepted by the college and does not start classes, all monies paid, including tuition, will be refunded, except for the non-refundable application fee.

If the applicant is accepted by the school and cancels their enrollment more than 7 days after signing the enrollment agreement but before the start of class, all monies paid, minus the non-refundable application fee will be refunded.



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School Performance Fact Sheet Calendar Year 2023 and 2024

In all cases above, if the school has given you any equipment, including books or other materials, it must be returned to the school within 30 days of the date of the cancellation notice. If you fail to return this equipment in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund due to you. The school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

AFTER THE START OF CLASS

You may withdraw from the school at any time after the cancellation period by submitting a request in writing to the Administrator or School Director. The notification may be made using any method, though sending an email to Lilit@LACareerCollege.com is preferred. The date the notification is received by the school is the date of determination (DOD). The school will complete a refund calculation based on the last date of attendance (LDA). The student is entitled to a proportional refund of the program's tuition, as well as a refund of unused equipment/materials, calculated based on the hours attended through the last day of attendance (LDA) in the program.

Total Hours Attended

_____ = Percent completed

Total Hours in Program

Medical Assistant Program Example:

180 hours attended / 720 clock hours in program = 25%

The refundable amount will be less the application fee, STRF fee (if applicable), technology fee, and any other fee listed as non-refundable in the Enrollment Agreement, as well as any equipment/materials used or not returned in good condition, as applicable. Any balance due to LACC will be subtracted from the refundable amount prior to a refund being issued to the student.



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School Performance Fact Sheet Calendar Year 2023 and 2024

Refunds due will be paid within 45 days of the official or unofficial withdrawal date. This is considered the date of determination. A student is considered withdrawn from a program when any of the following occurs:

- The student provides written notice to LACC of their withdrawal.
- LACC terminates the student's enrollment for:
 - failure to maintain satisfactory progress.
 - failure to abide by the code of conduct.
 - exceeding the 14-day consecutive policy.
 - failure to return from a leave of absence.

Tuition paid via a loan or third-party funding will be refunded to the lender, third party, or the agency that provided the loan or funding.

If you have obtained a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.