

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2017 & 2018**

**Security Guard 40- 40 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
2017	23	22	22	96%
2018	57	57	57	100%

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*

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
2017	23	22	22	20	91%
2018	57	57	55	41	77%

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. (Information may be obtained via written request mailed to Bentley-Forbes Security Training Academy, 15720 Ventura Boulevard, Suite 417, Encino, CA 91436)

**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
2017	20	0	20
2018	4	38	42

**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	20	0	20
2018	42	0	42

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	20
2018	0	42

**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	7	20
2018	16	42

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

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**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	Passage Rate
2017	0	0	0	0	N/A
2018	0	0	0	0	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

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

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Bentley-Forbes Security Training Academy, Inc.  
 15720 Ventura Boulevard, Suite 417, Encino, CA 91436  
 P: (805) 335-1230 F: (877) 871-5161  
[www.bfscareertraining.com](http://www.bfscareertraining.com)

**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	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	No Salary Information Reported
2017	22	20	17	1	1	0	2
2018	55	42	20	18	3	0	1

A list of sources used to substantiate salary disclosures is available from the school. (Information may be obtained via written request mailed to Bentley-Forbes Security Training Academy, 15720 Ventura Boulevard, Suite 417, Encino, CA 91436)

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

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

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: **\$1,250.00**

Additional charges may be incurred if the program is not completed on time.

Total charges for the program for students completing on-time in 2018: **\$1,250.00**

Additional charges may be incurred if the program is not completed on time.

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

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

**Federal Student Loan Debt**

Students at Bentley-Forbes Security Training Academy, Inc. 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.

**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

## **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.

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- “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**

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement, and obtain a refund of charges paid through attendance at the first class session \_\_\_\_/\_\_\_\_/20\_\_\_\_, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, or by fax. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, Bentley-Forbes Security Training Academy, will refund any money that you paid, less any deductions for equipment not returned in new condition within 45 days after receipt of the notice.

**PROCEDURE TO CANCEL:** Cancellation occurs when you give written notice of cancellation to the Director of Student Services at **15720 Ventura Boulevard, #417, Encino, CA 91436 Phone: (805)335-1230**. You can do this by mail, email, in person. The notice, if mailed should be sent to 15720 Ventura Boulevard, Suite 417, Encino, CA 91436 and is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

**WITHDRAWAL FROM COURSE:** The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee from (\$100) the total tuition charge.*
- (B) Divide this figure by the number of hours in the course.*
- (C) The quotient is the hourly charge for the course.*
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.*
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.*
- (F) The refund amount shall be adjusted for equipment, if applicable.*

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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 the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both 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 financial assistance until the loan is repaid.

**STUDENT DISCLOSURES:**

- (1) Any questions a student may have regarding this enrollment agreement 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.
- (2) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).