



DISCLOSURES (December 3, 2015)

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REPORTED PLACEMENT RATES

The chart below summarizes information reported in the College’s 2015 *Campus Accountability Report* to its accrediting agency, the Accrediting Council for Independent Colleges and Schools. The *Report*, filed in November 2015, covers the period from July 1, 2014 to October 31, 2015 and is accompanied by verifiable documentation.

“Placement” here refers to employment in the field for which the graduate’s education has prepared him or her, or in a related field which requires substantial application of the skills and knowledge taught in the curriculum. The campus rate below is followed by the rate for each program offered at the campus. If a program had no graduates during the reporting period, placement is reported below as not applicable (NA). Programs in which there were no students enrolled during the period are not included.

The Accrediting Council for Independent Colleges and Schools does not require institutions to report placement for graduates who are not available for –placement due to continuing education, active military duty, visa restrictions, or pregnancy, death, and health-related circumstances.

The placement rate is determined by dividing the number of available graduates placed by the total number of available graduates. Further information pertaining to the employment of graduates may be obtained from the College’s Office of Career Services.



Florence, KY Campus Career Placement Rate, July 1, 2014 to October 31, 2015

<u>Program</u>	<u>Career Placement</u>
Business Administration, AAS	100%
Business Administration, BBA	71%
Computer Network Administration, AAS	100%
Criminal Justice, AAS	64%
Criminal Justice, BS	90%
Medical Billing and Coding, AAS (HIT)	80%
Medical Assisting, Diploma	86%
Medical Assisting, AAS	88%
Medical Office Assist., diploma (MOT)	67%
Nursing, BS	100%
Nursing, AAS	90%
Practical Nursing, Diploma	64%
Nursing, (LPN-to pre-RN),AAS	70%
Paralegal Studies, Certificate	100%
Paralegal Studies, AAS	90%
Paralegal Studies, BS	100%
Hospitality Administration, AAS	100%
Personal Training, Diploma	64%

Tri-County Cincinnati, OH Campus Career Placement Rate July 1, 2014 – October 31, 2015

<u>Program</u>	<u>Career Placement</u>
Advanced Personal Training, AAS	80%
Diploma Personal Training	50%
Business Administration, AAS	100%
Computer Network Administration, AAS	33%

Criminal Justice, AAS	64%
Medical Billing and Coding, AAS (HIT)	100%
Medical Assisting, AAS	73%
Medical Office Assist, Diploma (MOT)	100%
Paralegal Studies, AAS	57%
Paralegal Studies, Certificate	50%
Dental Assisting Diploma	65%
Hospitality Administration, AAS	100%
Medical Massage Therapy, AAS	56%
Medical Massage Therapy, Diploma	67%
Medical Assisting, Diploma	73%
Nursing, AAS	25%
Practical Nursing, Diploma	63%

STUDENT DIVERSITY

Beckfield College does not discriminate on the basis of race, color, sex, sexual orientation, age, disability, national or ethnic origin, or religion as to the admission or other treatment of its students, prospective students, employees, or prospective employees.

Of the students enrolled in the fall quarter 2014, the distribution by gender, age, ethnicity, and enrollment status was as follows (by campus):

Florence, KY Campus		Tri-County Cincinnati, OH Campus	
83%	Female	80%	Female
17%	Male	20%	Male
65%	Age 25 and over	71%	25 and over
35%	Age 24 and under	29%	24 and under
86%	White	48%	White
8%	Black/African-American	46%	Black/African-American



1%	Hispanic or Latino	0%	Hispanic or Latino
>.5%	Asian	1%	Asian
>.5%	Native Hawaiian/Pacific Islander	1%	Two or more races
.3%	American Indian/Alaska Native	1%	Native Hawaiian/Pacific Islander
1%	Ethnicity unknown	1%	Ethnicity unknown
53%	Full-time students	51%	Full-time students
47%	Part-time students	49%	Part-time students
78%	Federal Pell Grant recipients	85%	Federal Pell Grant recipients

Data are those reported by the College in the Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment and Student Financial Aid Surveys and are available on the IPEDS College Navigator at <http://collegenavigator.ed.gov>.

IPEDS GRADUATION RATE

Beckfield College Florence, KY Campus

Overall Graduation for First-Time/Full-Time Students Who Began Their Studies in Fall 2007 = 37%

Beckfield College Tri-County Cincinnati, OH Campus

Overall Graduation for First-Time/Full-Time Students Who Began Their Studies in Fall 2009 = 12%

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

WITHDRAWAL, REFUNDS AND RETURN OF FEDERAL FINANCIAL AID

A student who wishes to officially withdraw from the College must first contact his or her Academic Dean for advisement as to the process of withdrawal. The student is also required to complete financial aid exit forms provided by the Office of Student Financial Services. Information on tuition refunds for students who withdraw from the College appears below, under REFUND POLICY. Students should complete all necessary withdrawal paperwork in a timely manner.

A student absent from all of his or her classes for a period of 21 consecutive calendar days during which classes or examinations are in session will be regarded as having withdrawn from the College and will receive a grade of W or WF for each course in which he or she is enrolled. The student's last recorded



date of attendance will be used in determining any applicable adjustment to the student's funding. A student withdrawn for ceasing to attend will not be permitted to re-enroll in any subsequent quarter without discussing academic progress with his or her Academic Dean or designated academic advisor and will be subject to a re-entry fee upon re-enrollment. This policy does not apply to a student during an approved leave of absence.

Students returning to the College after a withdrawal or dismissal will be required to meet the requirements of any program modifications which may have occurred during their absence.

REFUND POLICY

Florence, KY Campus: The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 30 days of the date of determination of a student's withdrawal or dismissal. The refund policy applies only to tuition. Fees are non-refundable except in the case of written notice of cancellation of enrollment.

Withdrawal Date Tuition Refunded

Week 1	75%
Weeks 2-3	50%
Weeks 4-6	25%
Weeks 7-11	None

Appeals of refund determinations may be addressed in writing to the Corporate Director of Student Financial Services.

Tri-County Cincinnati, OH Campus: If the student is not accepted into the program, all monies paid by the student shall be refunded. Refunds of tuition and refundable fees shall be made according to the following provisions:

- (1) A student who withdraws before the first class and after the five-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts classes and withdraws during the first full calendar week of the quarter shall be obligated for twenty-five percent of the tuition and refundable fees for that quarter plus the registration fee.
- (3) A student who withdraws during the second full calendar week of the quarter shall be obligated for fifty percent of the tuition and refundable fees for that quarter plus the registration fee.
- (4) A student who withdraws during the third full calendar week of the quarter shall be obligated for seventy-five percent of the tuition and refundable fees for that quarter plus the registration fee.
- (5) A student who withdraws during the fourth full calendar week of the quarter and thereafter shall not be entitled to a refund of any portion of the tuition and fees.

The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 30 days of the date of determination of a student's withdrawal or dismissal.

Appeals of refund determinations may be addressed in writing to the College's Corporate Director of Student Financial Services.

RETURN OF FEDERAL TITLE IV STUDENT FUNDS

When a student withdraws from the College, a tuition percentage will be determined based on the return of Title IV funds regulations. The Office of Student Financial Services determines the return of Title IV funds percentage and informs the Registrar. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student. In determining the percentage, the College will

- Determine the percentage of the enrollment period completed by the student ($\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$). If the calculated percentage exceeds 60%, then the student has “earned” all Title IV aid for the enrollment period.
- Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for aid prior to the withdrawal ($\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$).
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program ($\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$). If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- Distribute the responsibility to return funds between the institution and the student. If the type of aid that the student is responsible for returning is a loan, the student is not required to immediately repay the amount as the grace period for the loan, generally six months, is invoked. The Office of Student Financial Services will determine if any grants must be repaid by the student. Any refund or repayment obligation will be clearly outlined for the student in writing.
- Return the Title IV aid, based on the type of aid disbursed, in the following order:
 1. FFEL/Direct Unsubsidized Stafford Loan
 2. FFEL/Direct Subsidized Stafford Loan
 3. FFEL/Direct PLUS (parent) Loan
 4. Federal Pell Grants

Examples regarding the application of the Return of Title IV Funds policy are available in the Office of Student Financial Services.

The return of funds required under this policy is made to the Title IV aid programs within 30 calendar days after the date of determination of withdrawal or dismissal. Students will receive a written notice of any federal funds returned by the College and an invoice for any balance owed to the College.

Applicants and students may obtain information about institutional and Title IV financial assistance programs by contacting the College’s Corporate Director of Student Financial Services at FinancialAid@beckfield.edu.

EDUCATIONAL PROGRAMS

Gainful Employment Information, information about the graduation rate, median debt of students who completed a program, and other program-specific information can be found at

<http://www.beckfield.edu/disclosures>

“Placement” refers to employment in the field for which the graduate’s education has prepared him or her, or in a related field which required substantial application of the skills and knowledge taught in the curriculum.



The placement rate is determined by dividing the number of available graduates placed by the total number of available graduates. The Accrediting Council does not require institutions to report placement for graduates who are not available for placement due to continuing education, active military duty, visa restrictions or pregnancy, death, and health-related circumstances. Further information pertaining to the employment of graduates may be obtained from the College's Office of Career Services at CareerServices@beckfield.edu.

FACULTY

Academic Departments and Faculty

All Beckfield College faculty have been determined to be qualified by their academic credentials to teach the courses assigned to them. Most of the College's faculty are adjunct (part-time) faculty. Many of these, in addition to their academic qualifications, are currently working, or have worked, in a profession or academic discipline directly related to the courses assigned to them. However, because many adjunct faculty are also employed elsewhere, their employment may limit their availability to the College, and not all may be available to teach in a specific quarter. All faculty are assigned to courses according to their availability and the availability of courses which they are qualified to teach. Questions pertaining to the qualifications of any faculty member should be addressed to the College's Office of Compliance. All full-time faculty are listed in the Academic Catalog. A current list of adjunct faculty is available each quarter via catalog addendum.

For further information about the following items, please refer to the Beckfield College Catalog available on the [Student Consumer Information page](#) at <http://www.beckfield.edu/> or contact the College's Office of Compliance at compliance@beckfield.edu –

- Privacy of Student Records
- Student Activities and Organizations
- Career Services
- Current Faculty Listing
- Services for Students with Disabilities
- Facilities