

**Please ensure that no personal information for any student is included with any submission.**

## **2013 Annual Report**

Gather the information outlined on the first page of this document for the institution's main location and all branch locations, if any. Annual report data is institutional data that is aggregate for the main location and all branch locations.

### **Section #1 – Annual Report Institutions**

#### **1. Report for Year 2013**

**2. Institution Name?** (Submit one report per institution which includes branches and/or satellites, if applicable.)

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**3. Institution Code?** (If an institution has branch locations the institution code is the school code for the main location.) \_\_\_\_\_

**4. Street Address? (Physical Location)** (Street address of the main location, city and zip code.)

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**5. Number of Branch Locations?** (Indicate the number of branch locations associated with the main location. If none, indicate zero ("0").) \_\_\_\_\_

**6. Number of Satellite Locations?** (Indicate the number of satellite locations associated with the main location or any of the branch locations. If none, indicate zero ("0").) \_\_\_\_\_

**7. Is this institution current with all assessments to the Student Tuition Recovery Fund?** (Indicate "yes" if the institution has completed and submitted all quarterly assessment forms required, along with the appropriate assessment, for the Student Tuition Recovery Fund. Indicate "no" if the institution has not completed and submitted, along with the appropriate assessments, all quarterly assessment forms required for the Student Tuition Recovery Fund.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

**8. Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education?** (Include only full institutional approval, not programmatic approval.) Yes \_\_\_\_\_ No \_\_\_\_\_

**Enter the name of the accrediting agency.** (Refer to the attached list of accrediting agencies recognized by the United States Department of Education.)

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**9. If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, List the accreditation.**

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**10. Has any accreditation agency taken any final disciplinary action against this institution?** (Indicate "yes" if the institution has had final disciplinary action taken against it by an accreditation agency; Indicate "no" no final action has been taken against the institution by

an accreditation agency.) Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes, please submit a paper copy of the action refer to the Annual Report Completion Check Sheet.)

**11. Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act?** Yes \_\_\_\_\_ No \_\_\_\_\_

**12. Does your institution participate in veteran's financial aid education programs?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

**13. Does your institution participate in the Cal Grant program?** Yes \_\_\_\_\_ No \_\_\_\_\_

**14. Is your institution on the California's Eligible Training Provider List (ETPL)?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

**15. Is your institution receiving funds from the Work Investment Act (WIA) Program?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

**16. Does your Institution participate in, or offer any additional financial aid program?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name of the financial aid program.

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**17. If your institution reports a Cohort Default Rate to the U.S. Department of Education, enter the most recent three-year cohort default rate reported to the U.S. Department of Education for this institution** (The Cohort Default Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan.) \_\_\_\_\_%.

**18. The percentage of the students who attended this institution in 2013 who received federal student loans to help pay their cost of education at the school was** \_\_\_\_\_%.

**19. Number of Doctorate Degrees Offered?** (Indicate the number of Doctorate degrees the institution offered for the reporting year.) \_\_\_\_\_

**20. Number of Students enrolled in Doctorate level programs at this institution?** (Indicate the number of students enrolled in all Doctorate programs at your institution; number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.) \_\_\_\_\_

**21. Number of Master Degrees Offered?** (Indicate the number of Master degrees the institution offered for the reporting year.) \_\_\_\_\_

**22. Number of Students enrolled in Master level programs at this institution?** (Indicate the number of students enrolled in all Masters programs at your institution; number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.) \_\_\_\_\_

**23. Number of Bachelor Degrees Offered?** (Indicate the number of Bachelor degrees the institution offered for the reporting year.) \_\_\_\_\_

**24. Number of Students enrolled in Bachelor programs at this institution?** (Indicate the number of students enrolled in all Bachelor level programs at your institution; number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.) \_\_\_\_\_

**25. Number of Associate Degrees Offered?** (Indicate the number of associate degrees offered for the reporting year.) \_\_\_\_\_

**26. Number of Students enrolled in associate programs at this institution?** (Indicate the number of students enrolled in all associate programs at your institution; number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.) \_\_\_\_\_

**27. Number of Diploma or Certificate Programs Offered?** (Indicate the number of diploma or certificate programs offered during the reporting year.) \_\_\_\_\_

**28. Number of Students enrolled in diploma or certificate programs at this institution?** (Indicate the number of students enrolled in all diploma or certificate programs at your institution; Number of students at the beginning of the year (enrolled/active students as of January 1) plus the number of students enrolling during the year (through December 31) minus the number of students who cancelled during the cancellation period.) \_\_\_\_\_

**29. Institutions maintaining an internet web page are required to post on their website the most recent Annual Report submitted to the Bureau, Catalog, and School Performance Fact Sheet (CEC §94913).\*** Please post the documents to your website prior to submitting the certification. If the institution does not maintain an internet website, leave this space blank. The institution will be required to mail a Flash Drive or CD containing a copy of the Annual Report, Catalog, and School Performance Fact Sheet to the Bureau, please refer to the Completion Check Sheet and Certification.

\*The Bureau recommends a single portion of the website dedicated to providing students with the required information. This page should include the Annual Report, Catalog, and Student Performance Fact Sheet.

**When mailing the CD or flash drive to the Bureau, ensure that the CD or flash drive only contains the school catalog and School Performance Fact Sheet. The documents contained on the CD or flash drive will be posted to the Bureau's website. Therefore, the institution is responsible to ensure the CD or flash drive only contains the required, compliant documents and not any documents containing confidential data. Please also ensure the CD or flash drive is clearly labeled with the name of the institution and the institution code. The Bureau may be receiving hundreds of CDs and flash drives; if the institution's identification information is not clearly visible, the information may not be properly identified.**