

# WISR ENROLLMENT AGREEMENT

Western Institute for Social Research (WISR)  
2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705  
(510) 655-2830 | [mail@wizr.edu](mailto:mail@wizr.edu) | [www.wizr.edu](http://www.wizr.edu)

**Student Name:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

**Phone Nos: Cell:** \_\_\_\_\_ **HM:** \_\_\_\_\_ **WK:** \_\_\_\_\_

**Student E-mail:** \_\_\_\_\_

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 1747 N. Market Blvd., Suite 225, Sacramento, CA 958334, or PO Box 980818, West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589, or (916) 574-8900 or by fax (916) 263-1897.

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 website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

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Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. The student must also receive a disclosure regarding State Regulations Requiring WISR and All Approved Schools to Obtain Accreditation by July 2020.

\_\_\_\_\_  
Student Initials

\_\_\_\_\_  
Date

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**The tuition fees per year for WISR’s degree programs are as follows:**

- \$7,500/year for the Doctoral program in Higher Education and Social Change, 60 semester units;
- \$7,500/year for the Master’s program in Psychology/Marriage and Family Therapy, 60 semester units;
- \$7,500/year for the Master’s program in Education and Community Leadership, 36 semester units;
- \$7,500/year for the Bachelor’s program in Community Leadership and Justice, 120 semester units.

**The initial registration fee is \$600**, and when students re-enroll after taking a leave of absence, or a period of withdrawal, they pay a \$600 re-enrollment fee. In both cases, \$250 of the \$600 registration/enrollment (and the re-enrollment) fee is non-refundable.

**Single Course Students:** Tuition is \$1,225 per course; semester units are specified on “Fees and Charges”.

**Other Fees:**

- \$25/official transcript after the first official transcript (which is free);
- \$50/official diploma;
- Non-refundable STRF fee (currently \$0 per \$1,000);
- \$25- \$50 late fee(s): The first month in a fiscal year (July 1 - June 30) in which a student is late in making their tuition payment, they will be assessed a late fee of \$25. However, in any additional month(s) in that fiscal year in which the student is late or behind in their tuition payments, they will be charged a \$50/month fee. (For more details see section on Late Fees below).

**Costs that are not fees paid to WISR:**

- Textbooks: \$50 to \$100 per course (estimate, NOT paid to WISR—paid to book sellers).
- ScribD membership: \$108/year (payable to [www.scribd.com](http://www.scribd.com)).
- Professional Association Membership (typically less than \$150/year).
- Students in California must travel once to either San Francisco or Los Angeles Public Library to get a free library card. Other students are strongly encouraged to gain access to a quality university or public library in their vicinity. Even in the Bay Area, some students choose to purchase access to local public university libraries—such access is helpful, but not essential. As one example, for students in the Bay Area, annual access to the University of California, Berkeley Library for less than \$100/year.

**CANCELLATION POLICY:** You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

**DISTANCE EDUCATION CANCELLATION POLICY:** The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the California Code of Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an Online Program, the course session will be held online using Google Education Suite, a Learning Management System. Please see WISR Official Catalogue on Distance Education at <https://www.wisr.edu/catalogue> for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
- An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

**STUDENT'S RIGHT TO CANCEL:** The student has a right to cancel and obtain a refund of charges paid through attendance at the first instructional session, or the seventh day after enrollment, whichever is later. Such cancellation may be in writing to the President at WISR, 2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705. **A Full Refund may be obtained by withdrawing within 7 days of the beginning of an enrollment agreement, in this case by [REDACTED], or at the student's first instructional session, whichever is later.** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except \$250. \$250 is the non-refundable portion of the enrollment or re-enrollment fee—this covers the additional cost of faculty time in meeting with students when they begin, or “re-begin” their studies. Notice of cancellation of an Enrollment Agreement may be in writing to WISR's President, and a withdrawal may also be effectuated by the student's oral notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**PROCESSES FOR WITHDRAWING:** A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student will receive a pro-rata refund of any tuition already paid toward days in which he or she will not be enrolled.

**REFUND INFORMATION:** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they are entitled to a full refund of all charges, less \$250. **If the student withdraws at the end of the first month or later, they will be refunded tuition on a pro rata per day basis**

**less the \$250 non-refundable enrollment fee. If a student withdraws during the first 60% (percent) of an enrollment period as specified in their enrollment agreement, the student will receive a pro-rata refund on a daily basis of any tuition already paid beyond the date of withdrawal, minus \$250 of the \$600 enrollment fee. If the student withdraws after 60% (percent) of the enrollment agreement period, the student will receive a pro-rata refund on a daily basis, minus the \$600 enrollment fee.** That is, in no case will the student be responsible to pay tuition for days for which they have contracted in the Enrollment Agreement, when they have chosen to withdraw before the end of that period. WISR will also refund money collected for a student's tuition from a third party on the student's behalf. Refunds will be paid within 30 days of cancellation or withdrawal. A student who withdraws and wishes to later re-enroll is subject to the policies on Leaves of Absence.

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.

**LATE FEE:** The first month in a fiscal year (July 1—June 30) in which a student is late in making their tuition payment, they will be assessed a late fee of \$25. However, in any additional month(s) in that fiscal year in which the student is late or behind in their tuition payments, they will be charged a \$50/month fee. Tuition payments are due on the first of the month, but they are not late until the first of the next month. Payments must be received, not just mailed in the month in which they are due, in order to be on time. Late fees will be assessed so long as there is an overdue balance, and this applies to balances owed by former students who have withdrawn or graduated. This policy on late fees is to encourage students to remain current in their tuition payments, and to underscore the necessity of timely tuition payments to enable WISR to meet its financial commitments to faculty and others. If a student falls behind in their tuition payments, and withdraws, they will be charged a \$25/month late fee until their balance is paid.

**STUDENT LOANS:** At this time, WISR students are not eligible for federal student loans nor for private student loans that we know of. However, if the student obtains a loan to pay for an educational program, or if they are grand-parented into WISR's, currently suspended, partial tuition deferment program, the student should know that he or she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Defaulting on Loans from Federal or State Government: Even though WISR, and WISR students, are not eligible for Federal Financial Aid or loans guaranteed by the Federal or State government, we are required to inform our students of the following: If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of 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 assistance until the loan is repaid.

**STUDENTS WHO FALL TWO OR MORE MONTHS BEHIND IN THEIR TUITION PAYMENTS ARE SUBJECT TO DISENROLLMENT FOR A MINIMUM OF SIX MONTHS.**

ADDITIONAL INFORMATION IN THE CATALOG: See the section on "Tuition, Fees" for more information on tuition due in advance of enrolling, leave of absence policies, withdrawal policies, and current tuition rate.

#### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credit you earn at the Western Institute for Social Research is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in WISR's courses in WISR's \_\_\_\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending WISR to determine if your credits or degree will transfer.

PHYSICAL SITE OF INSTRUCTION: 2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705

#### FEES AND CHARGES

The student is responsible for the following fees and charges:

Enrollment Fee (\$250 is non-refundable)	\$ _____
Tuition for this Enrollment Period	\$ _____
Annual or Semi-Annual Payment Discount -	\$ _____
Non-Refundable STRF fee	\$ _____
Institutional Work-Study or Deferred Tuition -	\$ _____
<b>TOTAL TUITION AND FEES:</b>	\$ _____

Other Fees that the Student Can Incur at a Future Date, include:

- \$25/official transcript after the first official transcript. (The first official transcript is free.)
- \$50/official diploma (optional).
- Required Textbooks: \$50 per course (estimate, NOT paid to WISR—paid to book sellers)—maximum out of pocket costs for required books: \$650 (BS), \$400 (MS Ed&Com Leadership), \$900 (MS Psychology), \$500 EdD.
- Required membership in ScribD.com: \$108/year;
- Required Professional Association Membership, less than \$150/year, unless student chooses a more expensive option.
- Non-refundable STRF fee (currently \$0 per \$1,000.00, subject to future change).
- For doctoral students: \$250 to pay WISR to contract with an outside expert in the area of their dissertation inquiry, to help guide them and serve on their Dissertation Review Committee.
- For Master's students: \$150 to pay WISR to contract with an outside expert in the area of their thesis inquiry to help guide them and serve of their Thesis Review Committee.

**The TOTAL AMOUNT for all tuition and fees, STRF charges, and services that the student is obligated to pay the instruction during the enrollment period covered by this**

**agreement is** [REDACTED]. This agreement is for [REDACTED] months of individualized instruction and seminar participation in partial fulfillment of the requirements of the following degree program: [REDACTED]. A total of [REDACTED] semester units are required to complete that program (see above).

**Enrollment agreement start date:** [REDACTED]

**This enrollment agreement goes through the following date:** [REDACTED]

**Program Completion Date Cannot be Determined in Advance:** Since the completion date for all academic programs, at WISR and elsewhere, cannot be precisely determined in advance, the total cost of a degree program at WISR cannot be precisely determined in advance. The length of time to complete a program is influenced by each student's life circumstances and the intensity with which they choose to pursue their studies.

Typically, the maximum allowable length of study toward a Bachelor's degree at WISR is 4 and a half years for students with 60 semester units of transfer credit, 3 years for students transferring with 80 semester units, and 6 years for students who are granted admission while still completing 30 or more semester units elsewhere. The maximum allowable length of study toward the Master's in Education and Community Leadership degree at WISR is 4 years. The maximum allowable length of study toward the Master's in Psychology degree, and also the EdD degree, at WISR is 6 years. Faculty review student progress semi-annually to facilitate each student's efforts to complete their degree within this maximum amount of time.\* (\*These maximums do not include time off to take a leave of absence.) In any case, EdD students may not take longer than a total of 10 years to complete their degree. Faculty review student progress semi-annually to facilitate each student's efforts to complete their degree within these maximum amounts of time. Students who are consistently engaged in their studies, but who are slowed down due to disabilities or other extenuating factors may petition WISR faculty for permission to take somewhat longer to complete their studies. In all cases, faculty will strive to support students in their efforts to complete their degree in a timely manner, while also benefiting from their studies at WISR in ways that will help them build bridges to the next important life goals.

**The SCHEDULED, LIKELY MAXIMUM LENGTH, AND COST, OF A WISR degree program is based on the above information.**

**Given these estimates, and taking into account, any previous, transferable credit earned by the student at other institutions, the student's *Maximum Scheduled Date of Completion* is** [REDACTED].

**In summary: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE are** [REDACTED], **the TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM APPLY TO STUDENTS COMPLETING IN THE SCHEDULED AMOUNT OF TIME , AND are** [REDACTED], **and the TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT are** [REDACTED].

**THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.**

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The terms of this Enrollment Agreement, including the rate of tuition will remain in force after the end date of the agreement. If the student, by meeting with faculty and attending seminars and by failing to indicate otherwise, indicates that they remain enrolled beyond the end date of the contract, until such time as subsequent, different agreement is entered into.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that the Western Institute for Social Research has met the disclosure requirements of the California Private Postsecondary Education Act of 2009.

**Signature of WISR Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreement Accepted by:** \_\_\_\_\_  
**Signature and Title of WISR Official** **Date**

**Student Tuition Recovery Fund (STRF): Any fee for the Student Tuition Recovery Fund (STRF) is charged, and collected from students who are California residents, at the time of enrollment. At this time, students who meet the criteria outlined in the next paragraph, pay \$0 for every \$1,000 at this time. The State may change this amount at a future date.**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: you are not a California resident, or you are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; (916) 431-6959, or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.



However, no claim can be paid to any student without a social security number or a taxpayer identification number.

When students meeting the above STRF requirements enroll, re-enroll, or continue their enrollment into July and beyond into a subsequent fiscal year, they will be charged a non-refundable STRF fee. However, at this time the STRF fee is \$0 for every \$1,000 tuition charged in their enrollment agreement (rounded off to the nearest \$1,000).

More details on STRF assessments and policies are contained on WISR’s website, and in the online catalogue under “Tuition and Fees.” More information can also be obtained by contacting the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; toll free: (888) 370-7589. [www.bppe.ca.gov](http://www.bppe.ca.gov).

*WISR assesses no required fees (e.g, for books, graduation, materials) beyond the above noted and itemized charges. However, in-State students are responsible to pay STRF fees, and your STRF charges for the period of this enrollment agreement will be 0.00. These charges are due immediately and late if not paid by the end of the first month of this agreement. The above figure is zero (0), whether you are a California resident, or your tuition is being paid by a third party agency.*

**NOTICE**

YOU MAY ASSERT AGAINST THE HOLDER OF THIS PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF YOUR EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THE INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

A Late Fee will be assessed each time a tuition payment is not received during the month in which it is due.

**TUITION PAYMENT SCHEDULE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For WISR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Truth in Lending Disclosure Statement

School Contact Info: Western Institute for Social Research, 2930 Shattuck Ave., Suite 300, Berkeley, CA 94705 | (510) 655-2830 | [mail@wisr.edu](mailto:mail@wisr.edu)

Date of Birth: \_\_\_\_\_  
 DATE: \_\_\_\_\_MM/DD/YYYY \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

School Name is offering the tuition payment plan listed below:

Amount Financed The amount of credit provided to you.	Finance Charge. The dollar amount the credit will cost you.	Annual Percentage Rate. The cost of your credit as a yearly rate.	Total of Payments. The amount you will have paid when you have made all scheduled payments	Total Sale Price. Total Sale Price is the total of your purchase on credit, including your enrollment fee of \$ _____
\$ _____	\$0.00	0%	\$ _____	\$ _____

You have the right to receive an itemization of the amount financed. Please refer to the full itemization included with this agreement.

## PAYMENT SCHEDULE

Payment Number	Date Due MM/DD/YYYY	Amount of Payment
Payment 1	_____	\$ _____
Payment 2	_____	\$ _____
Payment 3	_____	\$ _____
Payment 4	_____	\$ _____
Payment 5	_____	\$ _____
Payment 6	_____	\$ _____
Payment 7	_____	\$ _____

Payment 8	[REDACTED]	\$ [REDACTED]
Payment 9	[REDACTED]	\$ [REDACTED]
Payment 10	[REDACTED]	\$ [REDACTED]
Payment 11	[REDACTED]	\$ [REDACTED]
Payment 12	[REDACTED]	\$ [REDACTED]

**PREPAYMENT.** Prepayment may be made in whole or in part at any time without penalty. No prepayment shall be credited as a future payment or affect the obligation to make installments thereafter coming due. All prepayments shall be applied first to accrued interest, and then to outstanding disbursed principal. Payments will never be called in full prior to the arranged payment schedule above.

**LATE PAYMENT.** Any installment payment that has not been received by Payee on the 5th day of each month in which the payment is due shall be considered late. Late payments shall be subject to a late charge of \$50.00, which Borrower shall pay in addition to the amount of the late installment payment.

**ITEMIZATION of Amount Financed:**

**TUITION** – \$ [REDACTED] for unlimited credit hours (self-paced) for [REDACTED] months of study.

**APPROVAL DISCLOSURE** - This notice contains the terms specific to your approved loan. The borrower has up to 30 calendar days to accept this offer. Upon loan acceptance, the borrower would be provided a promissory note from the lender to complete, sign and return to the lender.

**FINAL DISCLOSURE** - This disclosure is made 3 business days before the loan is disbursed. The loan will not be disbursed until the 3 business days have elapsed. The borrower may cancel the loan within this 3 day period

I acknowledge the receipt of the Truth in Lending Disclosure:

[REDACTED]  
Signature

[REDACTED]  
Date



# Private Education Loan Applicant Self-Certification

This space for lender use only

OMB No. 1845-0101  
Form Approved  
Exp. Date 05-31-2016

**Important:** Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person.

**Instructions:** Before signing, carefully read the entire form, including the definitions and other information on the following page. Submit the signed form to your lender.

### SECTION 1: NOTICES TO APPLICANT

- Free or lower-cost Title IV federal, state, or school student financial aid may be available in place of, or in addition to, a private education loan. To apply for Title IV federal grants, loans and work-study, submit a Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or by calling 1-800-4-FED-AID, or from the school's financial aid office.
- A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.
- You are **strongly** encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office.
- The financial information required to complete this form can be obtained from the school's financial aid office. If the lender has provided this information, you should contact your school's financial aid office to verify this information and to discuss your financing options.

### SECTION 2: COST OF ATTENDANCE AND ESTIMATED FINANCIAL ASSISTANCE

If information is not already entered below, obtain the needed information from the school's financial aid office and enter it on the appropriate line. Sign and date where indicated. See Section 5 for definitions of financial aid terms.

- A. Student's cost of attendance for the period of enrollment covered by the loan \$ \_\_\_\_\_
- B. Estimated financial assistance for the period of enrollment covered by the loan \$ \_\_\_\_\_
- C. Difference between amounts A and B \$ \_\_\_\_\_

**WARNING:** If you borrow more than the amount on line C, you risk reducing your eligibility for free or lower-cost federal, state, or school financial aid.

### SECTION 3: APPLICANT INFORMATION

Enter or correct the information below.

Full Name and Address of School Western Institute for Social Research, 2930 Shattuck Ave., Suite 300, Berkeley, CA 94705

Applicant Name (last, first, MI) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Permanent Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Area Code / Telephone Number Home (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Period of Enrollment Covered by the Loan (mm/dd/yyyy) From \_\_\_\_\_

**If the student is not the applicant, provide the student's name and date of birth.**

Student Name (last, first, MI), Student Date of Birth (mm/dd/yyyy) \_/ /

**I certify** that I have read and understood the notices in Section 1 and, that to the best of my knowledge, the information provided on this form is true and correct.

**Signature of Applicant** \_\_\_\_\_ **Date (mm/dd/yyyy)** \_\_\_\_\_

***SECTION 5: DEFINITIONS***

**Cost of attendance** is an estimate of tuition and fees, room and board, transportation, and other costs for the period of enrollment covered by the loan, as determined by the school. A student's cost of attendance may be obtained from the school's financial aid office.

**Estimated financial assistance** is all federal, state, institutional (school), private, and other sources of assistance used in determining eligibility for most Title IV student financial aid, including amounts of financial assistance used to replace the expected family contribution. The student's estimated financial assistance is determined by the school and may be obtained from the school's financial aid office.

A **lender** is a private education lender as defined in Section 140 of the Truth in Lending Act and any other person engaged in the business of securing, making, or extending private education loans on behalf of the lender.

A **period of enrollment** is the academic year, academic term (such as semester, trimester, or quarter), or the number of weeks of instructional time for which the applicant is requesting the loan.

A **private education loan** is a loan provided by a private education lender that is not a Title IV loan and that is issued expressly for postsecondary education expenses, regardless of whether the loan is provided through the school that the student attends or directly to the borrower from the private education lender. A private education loan does not include **(1)** An extension of credit under an open-end consumer credit plan, a reverse mortgage transaction, a residential mortgage transaction, or any other loan that is secured by real property or a dwelling; or **(2)** An extension of credit in which the school is the lender if the term of the extension of credit is 90 days or less or an interest rate will not be applied to the credit balance and the term of the extension of credit is one year or less, even if the credit is payable in more than four installments.

**Title IV student financial aid** includes the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, the Federal Work-Study (FWS) Program, the William D. Ford Federal Direct Loan (Direct Loan) Program, the Federal Perkins Loan Program, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. To apply for Title IV federal grants, loans, and work-study, submit a Free Application for Federal Student Aid (FAFSA), which is available at [www.fafsa.gov](http://www.fafsa.gov), by calling 1-800-4-FED-AID, or from the school's financial aid office.

<b><i>SECTION 6: PAPERWORK REDUCTION NOTICE</i></b>
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**Paperwork Reduction Notice:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0101. The time required to complete this information collection is estimated to average 0.25 hours (15 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed and complete and review the information collection.

***If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:*** U.S. Department of Education, Washington, DC 20202-4651

***If you have any comments or concerns regarding the status of your individual submission of this form, contact your lender.***



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2930 Shattuck Ave., #300,  
Berkeley, CA 94705

[www.wisr.edu](http://www.wisr.edu)  
(510) 655-2830  
[mail@wisr.edu](mailto:mail@wisr.edu)

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## **State Regulations Requiring WISR and All Approved Schools to Obtain Accreditation by July 2020**

### **Pre-enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.**

- (a) An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:

#### Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, the following will happen:

- The institution must stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

- (b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.
- (c) The notice shall also be posted immediately adjacent to wherever an institution's degree granting programs are described and shall include, at a minimum, the following locations:

- (1) The institution's catalog.
- (2) The institution's website.
- (3) The institution's degree program brochures.

(d) This section shall remain in effect until July 1, 2021, and as of that date is repealed.

NOTE: Authority cited: Sections 94803, 94877, 94885 and 94885.1, Education Code. Reference: Sections 94885, 94885.1, 94897, 94900, 94900.5, 94909, 94927.5 and 94932 Education Code.

### **What does this mean for WISR and for WISR students?**

Prior to this new law and regulation, WISR had already decided to pursue national accreditation (see below).

**With all accreditation efforts, there can never be a guarantee that an institution will be successful. The information here is to provide updates on the concerted efforts and steps that we at WISR are taking to achieve national accreditation by 2020, and hopefully a bit before then. For legal and ethical reasons, we cannot promise that we will obtain accreditation, but we will be transparent in disclosing our progress—to the State of California as required by law, and to students, prospective students and interested members of the general public, as well, because such disclosures to the State must be made public.**

WISR Board, faculty, alumni and students are strongly committed to obtaining accreditation, and will keep students, prospective students and the State informed of our progress (see update below). If WISR does not obtain accreditation by July 2020, WISR will apply for a two-year extension from the State (as allowed for be an amendment to the original law), and if for any reason, WISR fails to get accreditation on a timetable acceptable to the State (July 2020 or later if there is an extension), WISR faculty will do a teach out with all WISR students, and those students will be able to receive an academic degree that is fully approved by the State of California.

### **Update on WISR's steps in our progress toward National Accreditation, as of June 2019:**

Prior to the creation of this new State regulation, WISR's Board decided in early 2014 that WISR should pursue national accreditation from a national accrediting agency, the Accrediting Council of Independent Colleges and Schools (ACICS), which is recognized by the US Department of Education and by the Council on Higher Education Accreditation (CHEA). In June 2014, WISR was visited by the senior staff person of that agency, who is in charge of their accreditation process, and following that visit, the accreditation representative shared observations and suggestions with Dr. John Bilorusky, WISR President. Following this conversation, WISR faculty and Board made a decision that WISR should pursue further the next steps involved in seeking accreditation from that agency. In October 2014, Dr. John Bilorusky, attended the initial, and required, accreditation workshop for CEOs of institutions seeking accreditation from that agency.

Since July 2014, WISR's Board, faculty, students and alumni have been taking a number of steps as part of the accreditation process:



- In Spring 2016, ACICS formally invited WISR to submit formal application for accreditation. WISR did this by submitting our initial application fee to ACICS, the required information and paperwork about our institutional enrollment and status, and recent audit of our financials by a CPA.
- In Spring 2016, we began the data gathering and self-study required by ACICS, including work on the Campus Accountability Report (CAR) and the Campus Effectiveness Plan (CEP).

Based on this self-study and the ongoing dialogue among faculty, Board, students and alumni, we have identified: 1) areas of strength at WISR that must be sustained; 2) areas of needed improvement; 3) a high level of satisfaction by students and alumni, as well as by coworkers and employers of students and alumni—in terms of WISR’s contributions to student learning. Further, we have developed a plan and a timetable for making concerted and continued progress in working on the areas of needed improvement, including budgetary projections that will support the accomplishment of these improvements, and that will sustain WISR as a vital, high quality institution of higher learning for many, many years into the future.

- However, in early 2017, we learned that we could not count on ACICS retaining the US Department of Education recognition that they lost in late 2016, and in any case, ACICS has decided to no longer consider for accreditation those institutions offering a doctoral degree. As a result, we decided to pursue accreditation with a different, and highly legitimate agency. We will report on that progress in due time, and in compliance with that agency’s policy on what can be stated about such progress, in what terms and when. As noted above, with all accreditation efforts, there can never be a guarantee that an institution will be successful.

#### **Latest Update:**

- **As of June 2019, our initial application for accreditation has been accepted by a USDE-recognized national accrediting agency, and we plan to submit our self-study to this agency by the end of July 2019, and we will move forward with this agency IF they permit us to do so, and if so, based on the feedback and instructions they give us.**
- **We reiterate that for legal and ethical reasons, we cannot promise that we will obtain accreditation, but we will be transparent in disclosing our progress (although we are not allowed to disclose the agency from which we are seeking accreditation)—to the State of California as required by law, and to students, prospective students and interested members of the general public, as well, because such disclosures to the State must be made public.**
- As part of our ongoing efforts to develop WISR toward accreditation over the past four years, we have taken, and will continue to take the following steps (among others as needed):
  - An annual CPA audit of our finances
  - A fund-raising campaign to seek donations to help with the considerable expenses associated with accreditation—with about \$90,000 having been raised in the past three years.

- Conducting annual surveys of students, faculty, Board and alumni—to identify WISR’s strengths and areas of needed improvements, and to gather data on the evidence of student learning outcomes.
- The development of a Strategic Plan (soon to be completed)
- Monthly meetings of Faculty, (administrative) Executive Committee, and Curriculum Committee—to aid the development of an institutional self-study, and to make needed improvements that build on WISR’s 43-year history and experience in providing quality, learner-centered education for professional and community leadership.
- Frequent Board meetings, and meetings of Board subcommittees that also involve faculty and students.
- Use of the WISR annual conference and the semi-annual All School Gatherings and other special meetings at WISR to plan the next steps toward a sustainable and productive future for WISR.
- Continuing work with faculty and staff to support their professional development.
- Development of WISR’s onsite library, with the help of a part-time professional librarian, including the cataloging of the library (in progress), as well as extending student access to online resources, through a combination of purchases of access by WISR, and identification of low-cost and free learning resources for students.
- Refining WISR’s curriculum and putting WISR courses online in a Learning Management System using Google Education Suite (in progress, to be completed March 2019).
- All WISR seminars are now available on site and by video/audio conference, using Zoom, and most seminars are recording for later viewing by students.
- Addition of several new core faculty members.
- Recruiting and involving an academic advisory committee—academicians, professionals and community leaders who can give us feedback and advice as we continue our concerted efforts to develop and improve WISR further.

WISR’s Institutional Representative and the Enrolling Student certify with their initials, below,

That the student has read, and indicates that they understand the above information—regarding (1) The State’s requirement that all approved schools like WISR obtain accreditation by July 2020, or (2) that WISR will provide a teach out so that students can receive a State approved degree, as initially promised. Also that, (3) although WISR is working toward national accreditation with great diligence, there is never a guarantee that an institution will be successful in such a pursuit, no matter how great the quality of student learning or faculty instruction.

**Student Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Institutional Representative Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Disclosures Regarding Online and Distance Learning—Applicable to all WISR Students

1. A WISR faculty member will confer with each enrolling student to discuss the first steps and activities in their learning at WISR, whether the student is living at a distance from WISR, or not, within 7 days of the student's date of enrollment. WISR uses a combination of online learning—through a Learning Management System (Google Education Suite)—and real time interaction between students and faculty, and among students. The real time interaction may be on site at WISR, by phone or by internet. All WISR seminars are offered by video/audio conference (accessed by either phone or internet), and most are simultaneously on site. At the moment, we use Zoom's conference services. In addition, most seminars are recorded and available later, online, through WISR's Google Education Suite.
2. When first enrolling at WISR, students, must verify their identity by showing an official ID with a photo (e.g., passport or driver's license) and having a WISR official check their identity either in person or by video conference.
3. WISR protects students' privacy and students will be updated annually on WISR's policies. WISR complies with FERPA (Family Educational Rights and Privacy Act) regulations, and we are currently in the initial stages of taking steps toward complying with the more stringent requirements of European Union's GDPR laws (General Data Protection Regulation).
4. For students learning at a distance and those residing locally, instruction centers on real time interaction between students and faculty—either face to face or by phone conference (the latter is used with local students from time to time as well as with students studying at a distance). Instruction is further aided asynchronous learning--by the use of online courses, especially through Google Education Suite, as well as sometimes by e-mail of communications, drafts of papers, and comments on drafts between students and faculty. **All WISR students are required to obtain a wizr.edu email address, and they will be shown how to have those emails forwarded to the current, primary email address. Exceptions may sometimes be made for students only taking one course or several courses, rather than an entire degree program.**
5. **Students are responsible to back up drafts** of their papers, and especially of theses and dissertations—through the Google Drive available with their wizr.edu email address. No student wants to write several pages of work, much less dozens or hundreds of pages, and lose their writing if their computer crashes. It does happen!
6. **Students are required to respond to two to four annual surveys from WISR**—this is important part of WISR's ongoing commitment to improving our curriculum and instruction and to sustaining WISR as a quality and valuable institution of higher learning. Usually, there will be at least two surveys during the summer—one to evaluate WISR faculty and their teaching performance, and another to evaluate WISR's contributions to each student's learning and to elicit suggestions for improvement. Sometimes, there will be one or two other surveys each year—for example, as part of WISR's Strategic Planning Process. Students may count

the time spent responding to surveys as part of their required hours of collaboration for WISR courses.

7. **As stated in WISR's enrollment agreement, a Full Refund may be obtained by withdrawing within 7 days of the beginning of an enrollment agreement, or at the student's first meeting with a WISR faculty person to plan and begin their studies for their educational program, whichever is later.** Since all students meet with a faculty member within 7 days, they will still have the 7-day period in which to cancel and receive a full refund.
8. WISR offers distance educational programs in which some instructions may not be offered in real time; WISR shall transmit the first lesson and any materials, through WISR's provision to the student of access to WISR's online courses, to any student within seven days after WISR accepts the student for admission.
9. The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received through WISR's provision to the student of access to WISR's online courses. Cancellation is effective on the date written notice of cancellation is sent. If WISR sent the first lesson and materials, through WISR's provision to the student of access to WISR's online courses, before an effective cancellation notice was received, WISR shall make a refund within 45 days after the student's return of the materials.
10. WISR shall transmit all of the lessons and other materials to the student, through WISR's provision to the student of access to WISR's online courses, once the student makes an initial payment of tuition in any amount, even if they haven't yet paid for the entire program. So long as the student is officially enrolled, even when they are not up to date in their tuition payments, WISR shall remain obligated to provide the other educational services it has agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund, either than the required pro-rata refund of any tuition paid in advance, after access has been provided to all of WISR's online courses, which is they vehicle by which all of the lessons and material are transmitted.
11. **Faculty feedback to students learning at a distance and submitting drafts for comment follows principles of diligent reading of student drafts and papers and responding thoughtfully in a timely fashion.** Faculty make every effort to give students rapid feedback on drafts of papers and theses. Typically, faculty give students feedback on papers and other drafts that are 20 pages or less, within 7 to 10 days. Faculty may need as much as three to four weeks to read and give feedback on longer papers, and especially on drafts of theses and dissertations. Faculty are available to set up hour-long conferences with students, either face-to-face, or by phone once every week or two, as needed by students. Generally, it is best to set up appointments a week in advance, so students can coordinate their own schedules of availability with the openings in the faculty member's schedule.
12. All WISR students are expected to have a high degree of self-motivation and capability for self-directed learning and are expected to contact faculty for support and assistance, whenever they feel they need it. To support, student academic progress, students are expected to do the following, and although the following are student responsibilities, faculty should be supportive in reminding and guiding students to:
  - Generally, confer with a faculty member at least once every two weeks about their studies.
  - At any one time, the student should have one faculty member whom they have identified as their *primary* faculty advisor, and the student should communicate, and verify, with that faculty person understands that the student wishes for them to take on this role, and that

- they are willing to do so. Further, this should be noted in the student's in progress transcript, and the student is responsible to update WISR's administration (the CEO or the Chief Academic Officer) regarding the name of their current, primary faculty advisor.
- The student should consult with their primary faculty advisor before beginning to work on a new course. In addition, students should not work on more than three courses at a time without permission from both their faculty advisor and either the President or Chief Academic Officer.
  - The student should be familiar with WISR's policies and practices on "[Faculty Review of Student Progress](#)"
13. A student may withdraw at any time. Notice of cancellation of an Enrollment Agreement must be in writing to WISR's President, and a withdrawal may be effectuated by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students are expected to be in touch with faculty twice per month, or at least once per month unless they notify faculty of special circumstances (e.g., health or vacation where they will be unavailable for longer than a month). If a student is disenrolled for lack of attendance, they have the opportunity to appeal to the Faculty Executive Committee, and then to the Board. Students are expected to be in touch with faculty twice per month, or at least once per month unless they notify faculty of special circumstances (e.g., health or vacation where they will be unavailable for longer than a month).
14. **Students have access to the online library database paid or by WISR, by going to <https://www.lirn.net/databases> and entering the password 58879. By the terms of our agreement with LIRN you cannot share this information with anyone outside of WISR.**

*In addition, by signing this document, the student agrees to respect all copyright laws, which includes, but is not limited to the following considerations:*

- *None of the content shared in WISR's online courses may be shared with anyone other than students and faculty at WISR, unless it is explicitly stated that it can be shared under open access, Creative Commons licensing.*
  - *When using resources from LIRN, from ScribD, online data bases accessed through professional association memberships or library card/memberships, students may not copy and share any of those materials, unless explicitly stated as open access under Creative Commons licensing.*
  - *When writing papers, or making posts on the online forum, students are to cite and reference their sources. For assistance in using the proper format, consult Easy Bib ([easybib.com](http://easybib.com)).*
  - *Students having any questions about copyright issues and the sharing of articles and/or videos, should contact WISR's librarian ([roberson@wizr.edu](mailto:roberson@wizr.edu)), WISR's CEO ([john.bilorusky@wizr.edu](mailto:john.bilorusky@wizr.edu)), or another faculty member for guidance.*
15. WISR students are expected to collaborate with other students at WISR, and these expectations and requirements are outlined in each course.
16. In order to participate in seminars and real-time conversations with WISR faculty, all WISR students must have regularly accessible, reliable, and well-functioning internet service, sufficient to participate in seminars and oral exams by video conference, and this must be tested with a WISR staff person prior to enrollment. Having a web cam is essential for oral exams, and ideal for seminars. Having a head set with a microphone is desirable. Sometimes students

are able to converse by phone, but very importantly regular internet access is essential for online courses, and best for most seminars.

17. Students should expect to spend about \$50 to \$100 on books (or e-books) for each course. *In addition, all students are required to:*
  - *purchase and maintain a monthly membership in ScribD (access to many required readings—books and articles, for \$9/month. [www.scribd.com](http://www.scribd.com));*
  - *purchase a membership in a major professional association such as the California Association of Marriage and Family Therapists ([www.camft.org](http://www.camft.org)), American Educational Research Association, or American Sociological Association. (These fees are typically less than \$150/year.) Depending on the student's interests, faculty may approve a membership in another association, instead. All MFTs students must obtain a membership in CAMFT, because, among other things, this provides access to psychology journals through the EBSCO library online data base;*
  - *if a California resident, the student must obtain a free library card (but requires a visit on site) to either the San Francisco or Los Angeles Public Library. This card entitled the holder to access to important added online library data bases (off site, need not be at the library), as well as, to thousands of films and videos available through Kanopy ([www.kanopy.com](http://www.kanopy.com)), and some of these films are required viewing for many WISR courses. WISR will provide other access to limited number of Kanopy films, but at least to those that are required, to students who are not California residents, if the student is not able to obtain access through another library.*
18. By signing this, the student states that they understand that WISR provides no English language services for those for whom English is their second language, and by signing this, the student affirms that they understand that if they do not have a previous college degree from an institution in which English was the primary language of instruction in order to be considered for admission at WISR, they demonstrate sufficient proficiency in English through one of the assessments outlined at [www.wisr.edu/admissions](http://www.wisr.edu/admissions). Further, even students who pass one of these assessments may sometimes be admitted only on a "provisional" basis, and in any case, they will be admitted (provisionally or not), only if in the judgement of WISR's CEO and/or Chief Academic Officer, they demonstrate (through conversation, the writing of a brief admissions statement, and if applicable through their current work experience) that they are capable of making good progress in their studies at WISR. Students who are admitted provisionally enroll in one course, and then their proficiency and ease in handling that course is assessed by WISR faculty before they are officially enrolled in a degree program.
19. By signing this, the student attests that they have read the WISR catalog and/or the information on the website.

### **Regarding Student Records**

WISR keeps all those student records on file, as required by the State of California, and this means that transcripts are permanently kept of student credit earned, and that all other records are kept for five years. State of California visiting teams are permitted to access these files to review WISR's educational programs.

### **Students are permitted to review the contents of their own files—**

- their admissions (application) file,

- their financial file (including for example, enrollment agreements),
- their transcript file (previous transcripts and WISR transcripts once produced), and
- their academic file (that is, their learning portfolio and their working portfolio, including the papers they have written, the course syllabi they have submitted, faculty evaluations of their projects/courses, and rough drafts and other supporting documents and media pertaining to their academic work and studies at WISR).

**WISR students are encouraged, but not required, to consider their academic work as a contribution to public inquiry. However, student work is not available to the public without the student’s permission:**

Neither other WISR students, alumni, nor the general public are permitted to view any portion of a student’s (or alum’s) learning portfolio, without the student’s permission. This includes the papers, syllabi, transcripts and multimedia academic products submitted as part of their academic work at WISR. Faculty, Board, and Advisory Committee members are permitted to view student work as are visiting teams sent to WISR by State or accreditation agencies. Nevertheless, students are strongly encouraged to make as much of their work available to others, as they feel comfortable in doing—this includes in their portfolio, on WISR’s website, and/or larger publication. WISR faculty actively assist students in disseminating and publishing their work.

**WISR will answer inquiries about a student’s degrees attained and coursework completed, only if the student has authorized WISR to do so.** WISR will not answer such inquiries for those students who owe WISR money (except for those students who are repaying deferred tuition and who are up to date in making those payments).

**WISR will make transcripts available to students who are behind in tuition payments on a pro rata basis, as per State of California regulation.** This means, for example, that if a student is late in paying WISR for one-third of his/her tuition, then WISR will release a transcript for only the two-thirds of the study covered by the tuition that has thus far been paid on time, as per the student’s enrollment agreement with WISR. The fee for each official transcript is \$25. See [\*\*Transcript Services\*\*](#) for more details.

**By signing this, the student attests that he or she has read the WISR catalog and/or the information on the website.**

**I have read, the above, and understand the above stated terms, conditions and expectations of students for learning at WISR.**

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Received by WISR Official**

\_\_\_\_\_

**Date**



Premier Academic Institute  
for Social Change Since 1975

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 AND 2017**

**Edd in Higher Education and Social Change™ Baseline Program Length 6 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
2016	19	7	0	0
2017	18	7	1	14.29%

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.

**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
2016	19	1	0	0	0
2017	18	1	1	1	100%

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.

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).





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**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
2016	0	0	0
2017	0	1	1

**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
2016	0	0	0
2017	0	1	1

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2017	1	1

**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
2016	0	0
2017	0	1

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

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



Premier Academic Institute  
for Social Change Since 1975

2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705

Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)

**Institutional Code: 0102761**

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

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

**Only initial after you have had sufficient time to read and understand the information.**

**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
2016	1	N/A	N/A	N/A	N/A
2017	1	N/A	N/A	N/A	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from who did not take any exams.

A list of sources used to substantiate license examination passage rates disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

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

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



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**Institutional Code: 0102761**

**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
2016	0	0	N/A	N/A	N/A	N/A	N/A
2017	1	1	0	0	0	1	N/A

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

**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: **\$45,600**. 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.**

Students at WESTERN INSTITUTE FOR SOCIAL RESEARCH 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: \_\_\_\_\_**

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

**40 Years of Higher Learning!**

Personalized | Socially Responsible | Multicultural



Premier Academic Institute  
for Social Change Since 1975

# WESTERN INSTITUTE FOR SOCIAL RESEARCH

2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705

Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)

**Institutional Code: 0102761**

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 North Market Blvd., Suite 225, Sacramento, CA 95834, [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.
- “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 student has a right to cancel and obtain a refund of charges paid through attendance at the first instructional session, or the seventh day after enrollment, whichever is later. Such cancellation may be in writing to the President at WISR, 2930 Shattuck Ave., Suite 300, Berkeley, CA 94705.

**A Full Refund may be obtained by withdrawing within 7 days of the beginning of an enrollment agreement, or at the student's first instructional session with a WISR faculty member, whichever is later.** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except \$250. \$250 is the non-refundable portion of the enrollment or re-enrollment fee—this covers the additional cost of faculty time in meeting with students when they begin, or “re-begin” their studies. Notice of cancellation of an Enrollment Agreement may be in writing to WISR's President, and a withdrawal may also be effectuated by the student's oral notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**PROCESSES FOR WITHDRAWING: A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student will receive a pro-rata refund of any tuition already paid toward days in which he or she will not be enrolled.**

**REFUND INFORMATION:** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they are entitled to a full refund of all charges, less \$250. **If the student withdraws at the end of the first month, or later they will be refunded tuition on a pro rata per day basis less the \$250 non-refundable enrollment fee. If a student withdraws during the first 60 % (percent) of an enrollment period as specified in their enrollment agreement, the student will receive a pro-rata refund on a daily basis of any tuition already paid beyond the date of withdrawal, minus \$250 of the \$600 enrollment fee. If the student withdraws after 60% (percent) of the enrollment agreement period, the student will receive a pro-rata refund on a daily basis, minus the \$600 enrollment fee.** That is, in no case will the student be responsible to pay tuition for days for which they have contracted in the Enrollment Agreement, when they have chosen to withdraw before the end of that period. WISR will also refund money collected for a student's tuition from a third party on the student's behalf. Refunds will be paid within 30 days of cancellation or withdrawal. A student who withdraws and wishes to later re-enroll is subject to the policies on Leaves of Absence.

\_\_\_\_\_  
**Student Name - Print**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**School Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



Premier Academic Institute  
for Social Change Since 1975

Institutional Code: 0102761

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 AND 2017**

**Master of Science in Psychology/Marriage and Family Therapy  
Baseline Program Length 6 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
2016	8	1	1	100%
2017	6	1	1	100%

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.

**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
2016	8	1	1	1	100%
2017	6	1	1	0	0

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.

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).



Premier Academic Institute  
for Social Change Since 1975

**Institutional Code: 0102761**

**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
2016	0	1	1
2017	0	0	0

**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
2016	1	0	1
2017	0	0	0

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	1
2017	0	0

**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
2016	0	1
2017	0	0

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

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





Premier Academic Institute  
for Social Change Since 1975

2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705

Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)

**Institutional Code: 0102761**

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

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

**Only initial after you have had sufficient time to read and understand the information.**

**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
2016	1	0	N/A	N/A	N/A
2017	1	2	2	0	100%

A list of sources used to substantiate license examination passage rates disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

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**Institutional Code: 0102761**

**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
2016	1	1	N/A	N/A	N/A	N/A	1
2017	1	0	N/A	N/A	N/A	N/A	N/A

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

**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: **\$45,600**. 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.**

Students at WESTERN INSTITUTE FOR SOCIAL RESEARCH 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: \_\_\_\_\_**

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

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# WESTERN INSTITUTE FOR SOCIAL RESEARCH

2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705

Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)

**Institutional Code: 0102761**

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\_\_\_\_\_  
**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.
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- “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.
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- “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 student has a right to cancel and obtain a refund of charges paid through attendance at the first instructional session, or the seventh day after enrollment, whichever is later. Such cancellation may be in writing to the President at WISR, 2930 Shattuck Ave., Suite 300, Berkeley, CA 94705.

**A Full Refund may be obtained by withdrawing within 7 days of the beginning of an enrollment agreement, or at the student's first instructional session with a WISR faculty member, whichever is later.** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except \$250. \$250 is the non-refundable portion of the enrollment or re-enrollment fee—this covers the additional cost of faculty time in meeting with students when they begin, or “re-begin” their studies. Notice of cancellation of an Enrollment Agreement may be in writing to WISR's President, and a withdrawal may also be effectuated by the student's oral notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**PROCESSES FOR WITHDRAWING: A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student will receive a pro-rata refund of any tuition already paid toward days in which he or she will not be enrolled.**

**REFUND INFORMATION:** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they are entitled to a full refund of all charges, less \$250. **If the student withdraws at the end of the first month, or later they will be refunded tuition on a pro rata per day basis less the \$250 non-refundable enrollment fee. If a student withdraws during the first 60 % (percent) of an enrollment period as specified in their enrollment agreement, the student will receive a pro-rata refund on a daily basis of any tuition already paid beyond the date of withdrawal, minus \$250 of the \$600 enrollment fee. If the student withdraws after 60% (percent) of the enrollment agreement period, the student will receive a pro-rata refund on a daily basis, minus the \$600 enrollment fee.** That is, in no case will the student be responsible to pay tuition for days for which they have contracted in the Enrollment Agreement, when they have chosen to withdraw before the end of that period. WISR will also refund money collected for a student's tuition from a third party on the student's behalf. Refunds will be paid within 30 days of cancellation or withdrawal. A student who withdraws and wishes to later re-enroll is subject to the policies on Leaves of Absence.

\_\_\_\_\_  
**Student Name - Print**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**School Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



Premier Academic Institute  
for Social Change Since 1975

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 AND 2017**

**Master of Science in Education and Community Leadership –  
Baseline Program Length 4 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
2016	7	2	1	50%
2017	5	1	0	0

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.

**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
2016	7	1	1	0	0
2017	5	0	0	0	0

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.

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).



Premier Academic Institute  
for Social Change Since 1975

**Institutional Code: 0102761**

**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
2016	0	0	0
2017	0	0	0

**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
2016	0	0	0
2017	0	0	0

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2017	0	0

**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
2016	0	0
2017	0	0

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

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



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for Social Change Since 1975

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Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)

**Institutional Code: 0102761**

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

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

**Only initial after you have had sufficient time to read and understand the information.**

**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
2016	1	N/A	N/A	N/A	N/A
2017	0	N/A	N/A	N/A	N/A

A list of sources used to substantiate license examination passage rates disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

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

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**Institutional Code: 0102761**

**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
2016	1	0	1	0	0	0	0
2017	0	0	N/A	N/A	N/A	N/A	N/A

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

**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: \$30,600. 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.**

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

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**Institutional Code: 0102761**

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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 North Market Blvd., Suite 225, Sacramento, CA 95834, [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.
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- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
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- “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.



Premier Academic Institute  
for Social Change Since 1975

**2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705**

**Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)**

**Institutional Code: 0102761**

**STUDENT'S RIGHT TO CANCEL**

The student has a right to cancel and obtain a refund of charges paid through attendance at the first instructional session, or the seventh day after enrollment, whichever is later. Such cancellation may be in writing to the President at WISR, 2930 Shattuck Ave., Suite 300, Berkeley, CA 94705.

**A Full Refund may be obtained by withdrawing within 7 days of the beginning of an enrollment agreement, or at the student's first instructional session with a WISR faculty member, whichever is later.** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they will be refunded all except \$250. \$250 is the non-refundable portion of the enrollment or re-enrollment fee—this covers the additional cost of faculty time in meeting with students when they begin, or “re-begin” their studies. Notice of cancellation of an Enrollment Agreement may be in writing to WISR’s President, and a withdrawal may also be effectuated by the student's oral notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

**PROCESSES FOR WITHDRAWING: A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student will receive a pro-rata refund of any tuition already paid toward days in which he or she will not be enrolled.**

**REFUND INFORMATION:** If a student withdraws after instruction begins, but before the end of the first month of enrollment or re-enrollment (that is, after the cancellation period described above), they are entitled to a full refund of all charges, less \$250. **If the student withdraws at the end of the first month, or later they will be refunded tuition on a pro rata per day basis less the \$250 non-refundable enrollment fee. If a student withdraws during the first 60 % (percent) of an enrollment period as specified in their enrollment agreement, the student will receive a pro-rata refund on a daily basis of any tuition already paid beyond the date of withdrawal, minus \$250 of the \$600 enrollment fee. If the student withdraws after 60% (percent) of the enrollment agreement period, the student will receive a pro-rata refund on a daily basis, minus the \$600 enrollment fee.** That is, in no case will the student be responsible to pay tuition for days for which they have contracted in the Enrollment Agreement, when they have chosen to withdraw before the end of that period. WISR will also refund money collected for a student’s tuition from a third party on the student’s behalf. Refunds will be paid within 30 days of cancellation or withdrawal. A student who withdraws and wishes to later re-enroll is subject to the policies on Leaves of Absence.

\_\_\_\_\_  
**Student Name - Print**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School Official**

\_\_\_\_\_  
**Date**



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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2016 AND 2017**

**Bachelor of Science in Community Leadership and Justice –  
Baseline Program Length 6 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
2016	3	0	0	0
2017	2	2	1	50%

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.

**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
2016	3	0	0	0	0
2017	2	1	1	1	100%

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.

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).



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**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
2016	0	0	0
2017	0	1	1

**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
2016	0	0	0
2017	1	0	1

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2017	0	1

**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
2016	0	0
2017	0	1

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

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**Institutional Code: 0102761**

**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

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

**Only initial after you have had sufficient time to read and understand the information.**

**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
2016	0	N/A	N/A	N/A	N/A
2017	1	N/A	N/A	N/A	N/A

A list of sources used to substantiate license examination passage rates disclosures, and other information about graduates, is available from WISR by emailing us at [mail@wisr.edu](mailto:mail@wisr.edu).

**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
2016	0	0	N/A	N/A	N/A	N/A	N/A
2017	1	1	N/A	N/A	N/A	N/A	1

A list of sources used to substantiate salary disclosures, and other information about graduates, is available from WISR by emailing us at mail@wisr.edu.

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

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: **\$45,600**. Additional charges may be incurred if the program is not completed on-time.

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

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Students at WESTERN INSTITUTE FOR SOCIAL RESEARCH 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: \_\_\_\_\_**

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



**40 Years of Higher Learning!**

Personalized | Socially Responsible | Multicultural



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for Social Change Since 1975

# WESTERN INSTITUTE FOR SOCIAL RESEARCH

2930 Shattuck Avenue, Suite 300, Berkeley, CA 94705

Telephone No.: 510-655-2830 | Website: [www.wisr.edu](http://www.wisr.edu)

**Institutional Code: 0102761**

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 North Market Blvd., Suite 225, Sacramento, CA 95834; [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**

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**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.
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\_\_\_\_\_  
**Student Name - Print**

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**School Official**

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**Date**

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**Date**