

## **R. Gonzalez Management Inc. (RGM)**

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### **RGM Memo**

Date January 14, 2014  
To School Owners and Financial Aid Personnel  
RE GE Disclosure Template

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On November 25, 2013 we sent you an RGM Memo informing you of the Department's Gainful Employment Disclosure Template you must use and have in your website by January 31, 2014.

### **VERY IMPORTANT THIS IS UPDATED BY JANUARY, 31, 2014**

I have attached the November 25, 2013 memo to this email for your reference.

The GE Disclosure Template is a customized template for you to use in your school website. Once you fill in the required information, a customized file will be generated with the information you input on the template. You will then use this file to upload to your school website.

You must use the department's Gainful Employment template to be in compliance.

Here is the link to the quick help guide for you to copy and paste to your browser. It has step by step instructions to fill out the template.

<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/ge-template-qsg-ie.pdf>

The GE Disclosure Template requires information from your institution such as your OPEID number, Program information for each program you offer at your institution and program costs, debt at completion of program, program completion at normal time and job placement.

The information on the items may be found on your school's website and under our Annual Reports (1036) GAINFUL EMPLOYMENT DISCLOSURE REPORT.

You must have Administrative access in the RGM System to access this report under the Administration Tab. The criteria items have been defaulted, first click generate and the report will populate with the information you need to work on the template.

For the job placement information, you will input the rates if your state and/or accrediting body requires you to report that information.

The information from the system totally depends on the information your institution has entered for reporting purposes.

If you have any questions regarding the GE Template please contact the following persons at our office.

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Thank you,  
Rafael