



## NOTICE TO COMPLY

### CU-41462639-11292023

Institution Name:	Medical Career College of Northern California	Institution Telephone:	(916) 721-7106
Institution Code:	41462639	Administrator Name:	Diane Morgan
Street Address:	1220 Melody Lane, Suite 140 Roseville, CA 95678	Inspection Date:	November 28, 2023

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: [https://www.bppe.ca.gov/lawsregs/ppe\\_act.pdf](https://www.bppe.ca.gov/lawsregs/ppe_act.pdf)  
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94911 (e)(1)	<p><b>Violation Description:</b> On page 1 of the school’s enrollment agreement, under “Student’s Right to Cancel” contains an inaccurate cancellation policy that identifies the cancellation period within three days of enrollment. The policy does not comply with CEC § 94911 (e)(1) which explains that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p><b>Correction:</b> To remedy this violation, the school shall update the cancellation policy on page 1 of the school’s enrollment agreement under “Student’s Right to Cancel” pursuant to CEC § 94911(e)(1). Provide proof of correction.</p>

Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94911 (e)(2)	<p><b>Violation Description:</b> On page 1 of the school’s enrollment agreement, under “Student’s Right to Cancel”, the school identifies the deduction of a registration fee that is not consistent with the fee identified in the catalog and website. According to the enrollment agreement, “refund of all monies paid less a registration fee of 10 percent of the contract price or \$100, whichever is less”, whereas the catalog and website identify the registration fee as \$225.00.</p> <p><b>Correction:</b> To remedy this violation, the school shall update the cancellation and refund policy in its enrollment agreement. The policy must be consistent between the school’s documents. Provide proof of correction.</p>
3	CEC § 94911 (e)(3)	<p><b>Violation Description:</b> The school’s enrollment agreement failed to include a description of the procedures that a student is required to follow to cancel the enrollment agreement and withdraw from the institution and obtain a refund.</p> <p><b>Correction:</b> To remedy this violation, the school shall update its enrollment agreement, to include the above-mentioned policy pursuant to CEC § 94911 (e)(3). Provide proof of correction.</p>
4	CEC § 94913 (a)(2)	<p><b>Violation Description:</b> The school failed to post on its website clear and conspicuous links to the school’s 2020/2021 School Performance Fact Sheets for the Medical Assistant 628 hour program and Phlebotomy 88 hour program.</p> <p><b>Correction:</b> To remedy this violation, the school shall update its website to include a clear and conspicuous links to the school’s 2020/2021 School Performance Fact Sheets for the Medical Assistant 628 hour program and Phlebotomy 88 hour program pursuant to CEC § 94913 (a)(2). Provide proof of correction.</p>
5	CEC § 94897 (l)	<p><b>Violation Description:</b> The four student brochures located on the school’s website  <a href="https://medicalcareercollege.edu/wp-content/uploads/2020/08/MA-LPXT-Student-Brochure.pdf">https://medicalcareercollege.edu/wp-content/uploads/2020/08/MA-LPXT-Student-Brochure.pdf</a>, <a href="https://medicalcareercollege.edu/wp-content/uploads/2020/08/MA-LPXT-Student-Brochure.pdf">https://medicalcareercollege.edu/wp-</a></p>


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		<p><a href="https://medicalcareercollege.edu/wp-content/uploads/2020/08/LPXT-Student-Brochure.pdf">content/uploads/2020/08/LPXT-Student-Brochure.pdf</a>, <a href="https://medicalcareercollege.edu/wp-content/uploads/2022/11/MA-Program-Brochure-4.pdf">https://medicalcareercollege.edu/wp-content/uploads/2022/11/MA-Program-Brochure-4.pdf</a>, and <a href="https://medicalcareercollege.edu/wp-content/uploads/2021/08/Phlebotomy-Brochure-PDF.pdf">https://medicalcareercollege.edu/wp-content/uploads/2021/08/Phlebotomy-Brochure-PDF.pdf</a>), identifies the institution is approved by the California Bureau for Private Postsecondary Education, however the school failed to define the term approved by.</p> <p><b>Correction:</b> To remedy this violation, the school shall update the statements within the brochures, where the school identifies it is approved by the California Bureau for Private Postsecondary Education to state, “BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009”. Provide proof of correction.</p>
6	5 CCR §76140 (a)	<p><b>Violation Description:</b> The school’s 2023 2<sup>nd</sup> &amp; 3<sup>rd</sup> quarter STRF supporting documentation failed to contain record of the student’s (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p><b>Correction:</b> To remedy this violation, the school shall update the school’s 2023 2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter STRF supporting documentation, pursuant to 5 CCR § 76140(a) (1-13). Provide proof of correction.</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

**Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.**

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Diane Morgan, CEO/President
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

## NOTICE TO COMPLY DECLARATION

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

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Signature

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Date

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Print Name and Title