



NOTICE TO COMPLY

CU-88680363-102824

Institution Name:	Brand College	Institution Telephone:	(818) 550-0770
Institution Code:	88680363	Administrator Name:	Debbie Ruiz
Street Address:	529 Hahn Avenue, Suite 101 Glendale, CA 91203	Inspection Date:	10/28/24

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
 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	5 CCR § 71810 (b)(10)	<p>Violation Description: Although the institution’s 2024 catalog identified it offers student resources, the institution failed to identify the procedures for student access to those resources.</p> <p>Correction: The institution shall update its 2024 catalog, to include information regarding the procedures for student access to those resources pursuant to 5 CCR § 71810 (b)(10).</p>
2	5 CCR § 71810 (b)(3)	<p>Violation Description: The institution’s 2024 catalog failed to specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges.</p> <p>Correction: The institution shall update its 2024 catalog, to include the above-mentioned policy, pursuant to 5 CCR § 71810 (b)(3).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 15 of the institution’s 2024 catalog contains an unenforceable policy specifying the return of books and equipment within the cancellation period as potential nonrefundable items depending on condition. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p>Correction: The institution shall update the refund and cancellation policy in its 2024 catalog. The policy must demonstrate compliance with CEC § 94909 (a)(8)(B) and CEC § 94920 (b).</p>
4	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (d)	<p>Violation Description: The pro-rata refund policies on page 16 of the institution’s 2024 catalog, do not comply with CEC § 94920 (d).</p> <p>Correction: The institution shall update the pro-rata refund policy pursuant to CEC § 94909 (a)(8)(B) and CEC § 94920 (d).</p>
5	CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (c)(1)	<p>Violation Description: The pro-rata refund sample on page 16 in the institution’s 2024 catalog, does not comply with 5 CCR § 71750 (c)(1).</p> <p>Correction: The institution shall update the pro-rata refund sample in the institution’s 2024 catalog pursuant to CEC § 94909 (a)(8)(B) and 5 CCR § 71750 (c)(1).</p>
6	CEC § 71810 (b)(6)	<p>Violation Description: The institution’s 2024 catalog failed to contain information regarding “State-Funded Employer Training Panel (ETP)”, “Employer-Funded Company Purchase Order”, “Zero-Interest School Financing”, and “Third-party, low-interest financing options”, located on the institution’s website.</p> <p>Correction: The institution shall update the 2024 catalog to include the above-mentioned financial aid options, pursuant to CEC § 71810 (b)(6).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	5 CCR § 71810 (b)(11)	<p>Violation Description: The institution’s 2024 catalog failed to identify the approximate number of days that will elapse between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation for the distance education programs.</p> <p>Correction: the institution shall update its 2024 catalog, to contain the above-mentioned policy information, pursuant to 5 CCR § 71810 (b)(11).</p>
8	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution’s 2024 catalog, failed to contain the required verbatim statement: “The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/ .”</p> <p>Correction: The institution shall update its 2024 catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
9	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 2 of the institution’s enrollment agreement contains an unenforceable policy specifying the return of books and equipment within the cancellation period as potential nonrefundable items depending on condition. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p>Correction: The institution shall update the enrollment agreement to include the above-mentioned policies pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
10	CEC § 94911 (e)(2) conjunction with 5 CCR § 71750 (c)(1)	<p>Violation Description: The pro-rata refund sample on pages 2 and 3 of the institution's enrollment agreement, does not comply with 5 CCR § 71750 (c)(1).</p> <p>Correction: The institution shall update the pro-rata refund policy in the enrollment agreement pursuant to CEC § 94911(e)(2) and 5 CCR § 71750 (c)(1).</p>
11	CEC § 94911 (i)(2)	<p>Violation Description: The institution's enrollment agreement failed to include a line for the student to initial.</p> <p>Correction: The institution shall update the enrollment agreement to include the line to initial, pursuant to CEC § 94911 (i)(2).</p>
12	5 CCR § 71760	<p>Violation Description: The institution failed to develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division..</p> <p>Correction: The institution shall update it's policies to include adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division, pursuant to 5 CCR § 71760.</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	Debbie Ruiz
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Name & Title:	
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	<i>Alec Taub</i>

NOTICE TO COMPLY DECLARATION

CU-88680363-102824

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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.

Signature

Date

Print Name and Title