



NOTICE TO COMPLY

CA-79461402-032025

Institution Name:	Sofia University	Institution Telephone:	(888) 820-1484
Institution Code:	79461402	Administrator Name:	Nami Kim
Street Address:	1069 East Meadow Circle Palo Alto, CA 94303	Inspection Date:	March 26, 2025

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	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution's catalog failed to include the required statement regarding "The Office of Student Assistance and Relief" (OSAR) pursuant to CEC § 94909 (a)(3)(D).</p> <p>Correction: The institution shall update the catalog to include the required statement regarding, "The Office of Student Assistance and Relief" (OSAR) pursuant to CEC § 94909 (a)(3)(D) in its entirety. (see below)</p> <p>"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, Option #5, or by visiting, www.https://osar.bppe.ca.gov/)."</p>
2	CEC § 94909 (a)(15)	<p>Violation Description: The institution's catalog failed to include the title of the Transferability disclosure in capital letters, pursuant to CEC § 94909 (a)(15). (page 51)</p>

Violation	Code Section Violated	Description of the violation and required correction.
		Correction: The institution shall update the title of the Transferability disclosure to be in capital letters as required, pursuant to CEC § 94909 (a)(15).
3	5 CCR § 76215 (b)	<p>Violation Description: The institution's catalog failed to include the most recent version of the STRF disclosure pursuant to 5 CCR § 76215 (b). (the most recent version includes the bureau's correct phone number.) (page 19)</p> <p>Correction: The institution shall update the catalog to include the most recent version of the STRF disclosure, pursuant to 5 CCR § 76215 (b).</p>
4	CEC § 94909 (a)(7)	<p>Violation Description: The institution's catalog failed to include the required information about faculty and their qualifications, pursuant to CEC § 94909 (a)(7). Page 8 includes a link to faculty information however, it does not work, and the information is required to be in the catalog.</p> <p>Correction: The institution shall update its catalog to include the required information about faculty and their qualifications, pursuant to CEC § 94909 (a)(7).</p>
5	5 CCR § 71810 (b)(14)	<p>Violation Description: The institution's catalog failed to include a procedure for addressing student grievances, pursuant to 5 CCR § 71810 (b)(14).</p> <p>Correction: The institution shall update the catalog to include the procedure for addressing student grievances, pursuant to 5 CCR § 71810 (b)(14).</p>
6	5 CCR § 71810 (b)(11)	<p>Violation Description: The institution's catalog failed to include the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's response or evaluation, pursuant to 5 CCR § 71810 (b)(11).</p> <p>Correction: The institution shall update the catalog to include the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's response or evaluation, pursuant to 5 CCR § 71810 (b)(11).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	5 CCR § 71800 (c)	<p>Violation Description: The institution's enrollment agreement failed to include the program start date and the scheduled completion date, pursuant to 5 CCR § 71800 (c).</p> <p>Correction: The institution shall update the enrollment agreement to include the program start date and the scheduled completion date, pursuant to 5 CCR § 71800 (c).</p>
8	5 CCR § 71800 (d)	<p>Violation Description: The institution's enrollment agreement failed to include the date by which the student must exercise his or her right to cancel or withdraw, pursuant to 5 CCR § 71800 (d).</p> <p>Correction: The institution shall update the enrollment agreement to include the date by which the student must exercise his or her right to cancel or withdraw, pursuant to 5 CCR § 71800 (d).</p>
9	CEC § 94911 (e)(1) In conjunction with CEC § 94919 (d)	<p>Violation Description: The institution's enrollment agreement indicates it has online as well as "onsite residential students", it failed to include the correct verbiage under the "STUDENT'S RIGHT TO CANCEL," under which it is explained 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, pursuant to CEC § 94911 (e)(1) in conjunction with CEC § 94919 (d).</p> <p>Correction: The institution shall revise the enrollment agreement to include the correct verbiage under the "STUDENT'S RIGHT TO CANCEL, pursuant to CEC § 94911 (e)(1) (it is a refund of all charges – not only tuition) in conjunction with CEC § 94919 (d).</p>

Violation	Code Section Violated	Description of the violation and required correction.
10	CEC § 94911 (i)(1)(2)	<p>Violation Description: The institution's enrollment agreement failed to include the required line for a student to initial immediately following the statement required by paragraph (1), pursuant to CEC § 94911 (i)(1)(2).</p> <p>Correction: The institution shall update the enrollment agreement to include the required line for a student to initial immediately following the statement required by paragraph (1), pursuant to CEC § 94911 (i)(1)(2).</p>
11	CEC § 94897 (l)(1)(2)	<p>Violation Description: The institution's website failed to clearly state the meaning of approved when using the words, "approved Sophia University to operate," pursuant to CEC § 94897 (l)(1)(2).</p> <p>Correction: The institution shall revise the approval statement verbiage on the website to include the complete meaning of state approved to operate, "that approved to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009" pursuant to CEC § 94897(l)(1)(2)."</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:	Nami Kim, Provost
Bureau Compliance Analyst Name:	Laura Cheah

Bureau Compliance Analyst
Signature:

A handwritten signature in blue ink, appearing to be "H. Ch", is written over the signature line.

NOTICE TO COMPLY DECLARATION

CA-79461402-032025

Institution Name:	Sofia University	Institution Telephone:	1 (888) 820-1484
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Street Address:	1069 East Meadow Circle Palo Alto, CA 94303	Inspection Date:	March 26, 3035

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