



## NOTICE TO COMPLY

CU-1943171-072325

Institution Name:	College of the West	Institution Telephone:	(213) 908-1500
Institution Code:	1943171	Administrator Name:	Janet Lee
Street Address:	3424 Wilshire Blvd, Suite 1200, Los Angeles, CA 90010	Inspection Date:	07/23/25

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	5 CCR § 71810 (b)(1)	<b>Violation Description:</b> The institution's catalog failed to update the specific beginning and ending dates defining the time period covered by the catalog.  <b>Correction:</b> The institution's catalog shall update the above information, pursuant to 5 CCR § 71810 (b)(1)
2	CEC § 94909 (a)(2)	<b>Violation Description:</b> Page 4 of the institution's catalog contain a statement that the institution is a private institution, however failed to contain complete approval statement.  <b>Correction:</b> The institution's catalog shall contain the above information, pursuant to CEC § 94909 (a)(2).
3	5 CCR § 71810 (b)(9)	<b>Violation Description:</b> The institution's catalog failed to contain a description of the facilities.  <b>Correction:</b> The institution's catalog shall update the above information, pursuant to 5 CCR § 71810 (b)(9)
4	CEC § 94909 (a)(15)	<b>Violation Description:</b> On page 15 of the Institution's catalog the institution inserted the institution's name

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		<p>within the section of the disclosure that requires the “name of the educational program” or if institution offers more than one educational program, “the educational program” may be inserted.</p> <p><b>Correction:</b> The institution shall update the disclosure on page 15 of the catalog, pursuant to CEC § 94909 (a)(15).</p>
5	CEC § 94909 (a)(9) in conjunction with 5 CCR § 76120 (a)	<p><b>Violation Description:</b> On page 42 of the institution’s catalog, the institution failed to update the current STRF assessment fee, which is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges.</p> <p><b>Correction:</b> The institution shall update the catalog to reflect the current STRF assessment fee which is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, pursuant to CEC § 94909 (a)(9) and 5 CCR § 76120 (a).</p>
6	CEC § 94909 (a)(3)(D)	<p><b>Violation Description:</b> The institution catalog failed to include the following 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 (www.osar.bppe.ca .gov).”</p> <p><b>Correction:</b> The institution shall update the catalog to include the Office of Student Assistance and Relief disclosure, pursuant to CEC § 94909 (a)(3)(D).</p>
7	5 CCR § 76215 (b).	<p><b>Violation Description:</b> On page 41 and 42 of the institution’s catalog, the institution contains the required Student Tuition Recovery Fund (STRF) disclosure, however the statement references the Bureau’s old address and the old telephone number</p> <p><b>Correction:</b> The institution shall update the catalog with the Bureau’s current address (1747 North Market Boulevard, Suite 225, Sacramento, California, 95834), (916-574-8900) or (888) 370-7589, pursuant to 5 CCR § 76215 (b)</p>

Violation	Code Section Violated	Description of the violation and required correction.
8	CEC §94911 (e)(1) in conjunction with CEC §94920 (b)	<p><b>Violation Description:</b> Page 1 of the institution's enrollment agreement, under "Itemization &amp; Total Tuition fees" equipment is listed as Non-Refundable Charges" Please be advised these fees with the exception of the Registration fee/Application fee (not to exceed \$250) are refundable during the cancellation period.</p> <p><b>Correction:</b> The institution shall update the fee section on page 1 of the enrollment agreement pursuant to CEC §94911 (e)(1) in conjunction with CEC §94920 (b).</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:	Janet Lee/Director
Bureau Compliance Analyst Name:	Gurinder Sandhu
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