



NOTICE TO COMPLY

CU-3806621-072025

Institution Name:	San Francisco Institute of Esthetics & Cosmetology	Institution Telephone:	(415) 355-1734
Institution Code:	3806621	Administrator Name:	Deedee Crossett
Street Address:	1067 Folsom, 2nd Floor San Francisco, CA 94103	Inspection Date:	July 29, 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)(8)(B) In conjunction with CEC § 94919 (d)	Violation Description: The institution's catalog failed to include a compliant refund policy for students who cancel within the cancellation period pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94919 (d). "you are only obligated to pay only for educational services rendered and your kit, equipment, textbooks, supplies." (page 97). Correction: The institution shall update the catalog to include a compliant refund policy for students who cancel within the cancellation period pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94919 (d). The following verbiage from the statement shall be removed, "and your kit, equipment, textbooks, supplies."
2	CEC § 94909 (a) (8) (B) in conjunction with CEC § 94919 (b)	Violation Description: The institution's catalog contains conflicting verbiage in the notice of withdraw policy section, pursuant to CEC § 94909 (a) (8) (B) in conjunction with CEC § 94919 (b). The catalog indicates that notice of cancellation can be either in writing or verbally. (page 91)

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Correction: The institution shall update the catalog to indicate that the notice of cancellation/withdraw shall be in writing pursuant to CEC § 94909 (a) (8) (B) in conjunction with CEC § 94919 (b). (page 91)</p>
3	CEC § 94913 (a) (1)	<p>Violation Description: The institution's website failed to contain a completely current catalog pursuant to CEC § 94913 (a) (1).</p> <p>Correction: Once the institution's catalog has been updated to remedy the violation(s), the institution shall update its website to provide the current/updated school catalog pursuant to CEC § 94913(a)(1).</p>
4	CEC § 94911 (e) (2) in conjunction with CEC § 94919 (d)	<p>Violation Description: The institution's enrollment agreement failed to include a compliant refund policy for students who cancel within the cancellation period pursuant to CEC § 94911 (e) (2) in conjunction with CEC § 94919 (d). "you are only obligated to pay only for educational services rendered and your kit, equipment, textbooks, supplies." (page(s) 9, 10, 12)</p> <p>Correction: The institution shall update the Enrollment agreement to include a compliant refund policy for students who cancel within the cancellation period pursuant to CEC § 94911 (e) (2) in conjunction with CEC § 94919 (d). The following verbiage from the statement shall be removed, "and your kit, equipment, textbooks, supplies." "Monies paid for the student kit are nonrefundable unless the student cancels within 7 (seven) business days of signing the enrollment contract or the student cancels prior to entering class" "Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment contract, but prior to entering classes, whichever is later."</p>
5	CEC § 94911 (e) (3) in conjunction with CEC § 94919 (b)	<p>Violation Description: The institution's enrollment contains conflicting verbiage in the notice of withdraw section, pursuant to CEC § 94911 (e) (3) in conjunction with CEC § 94919 (b). The enrollment agreement indicates that notice of cancellation can be either in writing or verbally. (page 8)</p> <p>Correction: The institution shall update the enrollment agreement to indicate that the notice of cancellation shall</p>


Violation	Code Section Violated	Description of the violation and required correction.
		be in writing pursuant to CEC § 94911 (e) (3) in conjunction with CEC § 94919 (b).

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:	Deedee Crossett. President, Owner
Bureau Compliance Analyst Name:	Laura Cheah
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.

Signature

Date

Print Name and Title