



NOTICE TO COMPLY

CU-2100921-122025

Institution Name:	Tamalpa Institute	Institution Telephone:	(415) 457-8555
Institution Code:	2100921	Administrator Name:	Lori Richloff
Street Address:	743 A Street San Rafael, CA 94901	Inspection Date:	12/2/2025

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 § 94920(b)	Violation Description: Page 10 of the institution's catalog contains an unenforceable list of fees that does not comply with CEC § 94920(b) which identifies a reasonable deposit or application fee as the only non-refundable items within the cancellation period. Correction: The institution shall update the list of fees in its catalog to demonstrate compliance with CEC § 94920(b) pursuant to CEC § 94909(a)(8)(B).
2	CEC § 94911(e)(2) in conjunction with CEC § 94920(b)	Violation Description: Page 1 of the institution's Level 1 enrollment agreement contains an unenforceable list of fees that does not comply with CEC § 94920(b) which identifies a reasonable deposit or application fee as the only non-refundable item within the cancellation period. Correction: The institution shall update the list of fees in its enrollment agreement to demonstrate compliance with CEC § 94920(b) pursuant to CEC § 94911(e)(2).

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:	Lori Richloff
Bureau Compliance Analyst Name:	Shannon Greenmun
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