



NOTICE TO COMPLY

CU-4304421-01282026

Institution Name:	Western Seminary	Institution Telephone:	(408) 356-6889
Institution Code:	4304421	Administrator Name:	Andy Peloquin
Street Address:	6601 Camden Ave San Jose, CA 95120	Inspection Date:	January 28, 2026

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)	Violation Description: The institution's 2025-2026 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/ ." Correction: The institution shall update its current catalog to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).
2	CEC § 94909 (a)(8)(A)	Violation Description: The institution's 2025-2026 catalog, failed to include a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer

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		<p>agreement with any other college or university, the institution shall disclose that fact.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information pursuant to CEC § 94909 (a)(8)(A).</p>
3	5 CCR § 71810 (b)(4)(B)	<p>Violation Description: Although the institution's 2025-2026 catalog contains English Language proficiency requirements, the catalog failed to identify whether English language services are provided and, if so, the nature of the service and its cost.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(4)(B).</p>
4	5 CCR § 71810 (b)(5)	<p>Violation Description: The institution's 2025-2026 catalog, failed to identify whether any instruction will occur in a language other than English.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(5).</p>
5	CEC § 94909 (a)(5)	<p>Violation Description: Although the 2025-2026 catalog identifies the cost of enrollment for the Addiction Studies Certificate program, the catalog failed to include a description of the Addiction Studies Certificate program and a description of the instruction provided in each of the courses for the Addiction Studies Certificate program, including the requirements for completion for the program, including required courses, and the total number of credit hours, clock hours, or other increments required for completion.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information for the Addiction Studies Certificate program, pursuant to CEC § 94909 (a)(5).</p>
6	CEC § 94909 (a)(9) in conjunction with CEC § 94854	<p>Violation Description: The institution's 2025-2026 catalog, failed to identify the schedule of total charges for a period of attendance.</p>

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		<p>In accordance with the definition identified in CEC § 94854, “Period of attendance” means a semester, quarter, or trimester for educational programs measured in credit hours and the entire educational program if measured in clock hours.</p> <p>Correction: The institution shall update its current catalog to identify the schedule of total charges for a period of attendance, pursuant to CEC § 94909 (a)(9) and CEC § 94854.</p>
7	CEC § 94909 (a)(10)	<p>Violation Description: Although the institution’s 2025-2026 catalog contains information for federal financial aid programs, the institution failed to include a statement reporting whether the institution participates in state financial aid programs.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to CEC § 94909 (a)(10).</p>
8	CEC § 94909 (a)(11)	<p>Violation Description: The institution’s 2025-2026 catalog, failed to contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned statements, pursuant to CEC § 94909 (a)(11).</p>
9	5 CCR § 71810 (b)(15) in conjunction with CEC § 94897 (s)	<p>Violation Description: The “Statute of Limitations” section of the institution’s 2025-2026 catalog, contains unenforceable policy regarding withholding transcripts. The catalog states, “Western Seminary students and alumni are entitled to receive transcripts of their completed coursework if they have no financial obligations to the seminary.”</p> <p>In accordance with CEC § 94897 (s) and Civil Code section 1788.93, an institution cannot require a student</p>

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		<p>to satisfy financial obligations or make arrangements for payment prior to providing a transcript to a student. The statement in the catalog does not comply with CEC § 94897 (s).</p> <p>Correction: The institution shall remove the non-compliant statement from its current catalog. The institution's policy must demonstrate compliance with 5 CCR 71810 (b)(15) and CEC § 94897 (s).</p>
10	CEC § 94911 (a)	<p>Violation Description: On page 1 of the institution's Master of Arts in Counseling enrollment agreement, the total number of credits required for completion, is not consistent with the total number of credits identified within the Bureau's records. According to the enrollment agreement, 71 total credits are required to complete this program.</p> <p>The Bureau's records indicate: <u>Program:</u> Master of Arts in Counseling 68 units</p> <p>Correction: The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of units required for completion for the above program. If the institution did not notify Bureau's Licensing Unit of the change, the institution must contact the Bureau's Licensing Unit at BPPE.Licensing@dca.ca.gov regarding information and requirements to update Bureau records.</p> <p>Otherwise, if the Bureau's records are correct the institution shall update the enrollment agreement to reflect the total number of units required to complete the program, in accordance with the Bureau's records, pursuant to CEC § 94911 (a).</p>
11	CEC § 94911 (b)	<p>Violation Description: On page 1 of the institution's enrollment agreements, the institution failed to clearly identify Student Tuition Recovery Fund (STRF) fee as nonrefundable charge.</p> <p>Correction: The institution shall update all enrollment agreements to clearly identify STRF fee as a nonrefundable charge, pursuant to CEC § 94911 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
12	CEC § 94911 (e)(2) in conjunction with CEC § 94919 (d)	<p>Violation Description: On page 2 of the institution's enrollment agreements under the "Student's Right to Cancel", policy number 5 contains an unenforceable statement regarding administrative fee and equipment not returned in good condition within the cancellation period.</p> <p>The statement does not comply with CEC § 94919 (d). According to CEC § 94919 (d), the institution may only deduct a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), within the cancellation period.</p> <p>Correction: The institution shall update the refund and cancellation policy in its enrollment agreements. The policy must demonstrate compliance with CEC § 94911 (e)(2) and CEC § 94919 (d).</p>
13	CEC § 94911 (e)(2) in conjunction with 5 CCR § 71751 (a) and CEC § 94909(a)(8)(B)	<p>Violation Description: On page 2 of the institution's enrollment agreement under "Refund Policy" and the "Leave of Absence" section, contains refund policies for leave of absence that is not identified in the 2025-2026 catalog.</p> <p>Correction: The institution shall either remove the Refund/Leave of Absence policies from its enrollment agreement <u>OR</u> include the Refund/Leave of Absence policy in its current catalog, pursuant to CEC § 94911 (e)(2), 5 CCR § 71751 (a), and CEC § 94909(a)(8)(B).</p>
14	CEC § 94913 (a)(1)	<p>Violation Description: The institution's website contains a catalog with violations identified in this NTC.</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 institution catalog pursuant to CEC § 94913(a)(1).</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:	Andy Peloquin, Chief of Student Affairs and Dean of Students
Bureau Compliance Analyst Name:	Gema Fider
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