



AMENDED NOTICE TO COMPLY

CA-66733992-021126

Institution Name:	Key Code Education	Institution Telephone:	(818) 303-3900
Institution Code:	66733992	Administrator Name:	Michael Cavanagh / Veronica Warner
Street Address:	270 S. Flower St., Burbank, CA, 91502	Inspection Date:	February 11 th , 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)(8)(B) in conjunction with CEC § 94920(b)	<p>Violation Description: On pages 5, 9, 10, and 11 of the institution’s 2024-2025 catalog, contains an unenforceable cancellation and refund policy that states “<i>manuals, tutorials, and publications</i>” are non-refundable within the cancellation period.</p> <p>Correction: The institution shall update the refund and cancellation policy in its 2025 catalog pursuant to CEC § 94909 (a)(8)(B) in conjunction with 5 CEC § 94920 (b).</p>
2	CEC § 94913(a)(1)	<p>Violation Description: The institution’s website fails to maintain the current version of the catalog.</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>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94911(d)	<p>Violation Description: The institution’s 2025 enrollment agreement template fails to contain a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>Correction: The institution shall update the enrollment agreement to include the required statement pursuant to CEC § 94911(d).</p>
4	5 CCR § 71800(b)	<p>Violation Description: The institution’s 2025 enrollment agreement template fails to identify the Period covered by the enrollment agreement.</p> <p>Correction: The institution shall update the enrollment agreement to include the required information pursuant to 5, CCR §71800(b).</p>
5	5 CCR § 71800(c)	<p>Violation Description: The institution’s 2025 enrollment agreement template fails to identify the program start date and scheduled completion date.</p> <p>Correction: The institution shall update the enrollment agreement to include the required information pursuant to 5, CCR §71800(c).</p>
6	5 CCR § 71800(d)	<p>Violation Description: The institution’s 2025 enrollment agreement template fails to identify the date by which the student must exercise his or her right to cancel or withdraw.</p> <p>Correction: The institution shall update the enrollment agreement to include the required information pursuant to 5, CCR §71800(d).</p>
7	CEC §94911(e)(1) in conjunction with CEC §94920(b)	<p>Violation Description: On page 1 of the institution’s 2025 enrollment agreement template contains an unenforceable cancellation and refund policy that states “<i>Manuals, tutorials, publications</i>” are non-refundable within the cancellation period.</p> <p>Correction: The institution shall update the refund and cancellation policy in its enrollment pursuant to CEC § 94909 (e)(1) in conjunction with 5 CEC § 94920 (b).</p>

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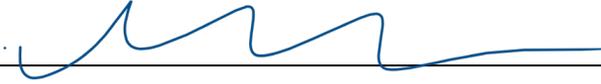
Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (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	Michael Cavanagh - Owner
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Name & Title:	
Bureau Compliance Analyst Name:	Alexander Vang
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