



NOTICE TO COMPLY

CU-0100151-022526

Institution Name:	Starr King School for the Ministry	Institution Telephone:	(510) 440-3350
Institution Code:	0100151	Administrator Name:	Rev. Dr. Christopher Schelin
Street Address:	414 13th St. Suite 700, Oakland, 94612	Inspection Date:	2/25/26

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)(4)	<p>Violation Description: The institution’s 2025-2026 catalog failed to contain the specific ending dates defining the time period covered by the catalog.</p> <p>Correction: The institution shall update its 2025-2026 catalog to include the above-mentioned time period covered by the catalog pursuant to CEC § 94909 (a)(4).</p>
2	CEC § 94909 (a)(3)(D)	<p>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/ .”</p>

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Correction: The institution shall update its 2025-2026 catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
3	5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b)	<p>Violation Description: The institution's 2025-2026 catalog failed to contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update its 2025-2026 catalog to include the above-mentioned STRF statement pursuant to 5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b).</p>
4	CEC § 94909 (a)(8)(B), in conjunction with CEC § 94920, and 5 CCR § 71750	<p>Violation Description: Pages 66 and 67 of the institution's 2025-2026 catalog contains cancellation, withdrawal, and refund policies that are not compliant CEC § 94920, and 5 CCR § 71750.</p> <p>Correction: The institution shall update its 2025-2026 catalog, to include the required cancellation, withdrawal, and refund policies pursuant to CEC § 94909 (a)(8)(B), in conjunction with CEC § 94920, and 5 CCR § 71750.</p>
5	5 CCR §71810 (b)(13)(B)	<p>Violation Description: The institution's 2025-2026 catalog failed to contain the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing.</p> <p>Correction: The institution shall update its 2025-2026 catalog to include the above-mentioned housing information pursuant to 5 CCR §71810 (b)(13)(B).</p>
6	5 CCR §71810 (b)(11)	<p>Violation Description: The institution's 2025-2026 catalog failed to contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.</p> <p>Correction: The institution shall update its 2025-2026 catalog to include the above-mentioned response time pursuant to 5 CCR §71810 (b)(11).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	5 CCR § 71800 (d)	<p>Violation Description: The institution's enrollment agreement failed to contain the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned cancellation date pursuant to 5 CCR §71800 (d).</p>
8	CEC § 94911 (b)	<p>Violation Description: The institution's enrollment agreement failed to contain the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned disclosure pursuant to CEC § 94911 (b).</p>
9	CEC § 94911 (e)(2), in conjunction with CEC § 94920 (d)	<p>Violation Description: Page 3 of the institution's enrollment agreement contains refund policies that are not consistent with the required refund policy from CEC § 94920 (d). The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.</p> <p>Correction: The institution shall update its enrollment agreement, to include the required refund policy pursuant to CEC § 94911 (e)(2), in conjunction with CEC § 94920 (d).</p>
10	CEC § 94911 (e)(2)	<p>Violation Description: The institution's enrollment agreement failed to contain the statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement pursuant to CEC § 94911 (e)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
11	CEC § 94911 (i)(2)	<p>Violation Description: Although the institution's enrollment agreement contains a line for the student to initialize, the line is not immediately following the statement required by CEC § 94911 (i)(1).</p> <p>Correction: The institution shall update its enrollment agreement to include a line for the student to initialize immediately following the statement required by CEC § 94911 (i)(1), pursuant to CEC § 94911 (i)(2).</p>
12	CEC § 94913 (a)(1)	<p>Violation Description: The homepage of the institution's website failed to post the most current catalog.</p> <p>Correction: Once the institution's catalog has been updated to remedy the violations, the institution shall update its website to provide the current/updated school catalog pursuant to CEC § 94913 (a)(1).</p>
13	CEC § 94913 (a)(2)	<p>Violation Description: The institution failed to post on its website clear and conspicuous links to the school's 2023/2024 School Performance Fact Sheets for all programs offered by the school.</p> <p>Correction: The institution shall update its website to include a clear and conspicuous link to the school's 2023/2024 School Performance Fact Sheets for all programs offered by the school pursuant to CEC § 94913 (a)(2).</p>
14	5 CCR § 76140	<p>Violation Description: The institution's 2025 3rd Quarter STRF supporting documentation failed to contain record of the student's (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (7) Date enrollment agreement signed, (11) Third-party payer identifying information, and (13) Total institutional charges paid.</p> <p>Correction: The institution shall update the institution's 2025 3rd Quarter STRF supporting documentation, pursuant 5 CCR § 76140 (a).</p>

Violation	Code Section Violated	Description of the violation and required correction.
15	5 CCR § 71810 (b)(3)	<p>Violation Description: The institution's 2025-2026 catalog failed to contain whether visa services are provided or whether the institution will vouch for student status, and any associated charges.</p> <p>Correction: The institution shall update its 2025-2026 catalog to include the above-mentioned policy, pursuant to 5 CCR § 71810 (b)(3).</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:	Rev. Dr. Christopher Schelin
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	<i>Alec Taub</i>

NOTICE TO COMPLY DECLARATION

CU-0100151-022526

Institution Name:	Starr King School for the Ministry	Institution Telephone:	(510) 440-3350
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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