NOTICE TO COMPLY
CA-18469563-032026

Institution Name:	Mina Design School	Institution Telephone:	(714) 313-6855
Institution Code:	18469563	Administrator Name:	Mina Asadirad
Street Address:	17671 Cowan, STE 175 Irvine, CA 92614	Inspection Date:	3/24/2026

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	5 CCR § 71810 (a) in conjunction with 5 CCR § 71810 (b)(1)	**Violation Description:** The institution failed to update its catalog annually. **Correction:** The institution shall update its catalog annually and the current period shall be identified by the dates the enrollment covers pursuant to 5 CCR § 71810 (a) in conjunction with 5 CCR § 71810 (b)(1).
2	CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71751 (a)(3)(A).	**Violation Description:** Page 5 of the institution's catalog contains an outdated pro rata refund policy that does not comply with 5 CCR § 71751 (a)(3)(A) which states: "The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to

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Violation	Code Section Violated	Description of the violation and required correction.
		attend but was absent shall be included in the calculation of days or hours attended." **Correction:** The institution shall update its catalog to provide the pro rata refund policy above pursuant to CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71751(a)(3)(A).
3	CEC § 94897(s)	**Violation Description:** Page 9 of the institution's catalog contains a statement regarding not releasing transcripts until after financial obligations are satisfied. These statements violate California civil code 1788.93 referenced below. *CA Civ Code § 1788.93.* *Notwithstanding any provision of law, a school shall not do any of the following:* *(a) Refuse to provide a transcript for a current or former student on the grounds that the student owes a debt.* *(b) Condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.* *(c) Charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt.* *(d) Use transcript issuance as a tool for debt collection.* **Correction:** The institution shall remove the non-compliant statements from the catalog pursuant to CEC § 94897(s).
4	CEC § 94913 (a)(1)	**Violation Description:** The institution's website contains an outdated catalog with violations identified on this NTC. **Correction:** Once the institution's catalog has been updated to remedy the violations, the institution shall update its website to provide the current catalog pursuant to CEC § 94913(a)(1).

Violation	Code Section Violated	Description of the violation and required correction.
5	CEC § 94911(e)(2) in conjunction with 5 CCR § 71751 (a)(3)(A).	**Violation Description:** Page 2 of the institution's enrollment agreement contains an outdated refund policy that does not comply with 5 CCR § 71751 (a)(3)(A) which states: "The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended." **Correction:** The institution shall update its enrollment agreement to provide the pro rata refund policy described above pursuant to CEC § 94911(e)(2) and 5 CCR § 71751 (a)(3)(A).
6	5 CCR § 71730(b)	**Violation Description:** The institution failed to maintain a statement of duties, responsibilities and performance criteria set forth in a personnel manual for each administrator. **Correction:** The institution shall update the CAO file to include the required information pursuant to 5 CCR § 71730(b).
7	5 CCR § 71920(b)(5)(E)	**Violation Description:** The institution's transcript failed to include the address, website address and telephone number of the institution. **Correction:** The institution shall update its transcript to include the address, website address and telephone number of the institution pursuant to 5 CCR § 71920(b)(5)(E).

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:	Mina Asadirad, Owner
Bureau Compliance Analyst Name:	Shannon Greenmun
Bureau Compliance Analyst Signature:	*[signature]*

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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

_____
   Print Name and Title

             _____
                  Date