



NOTICE TO COMPLY

CU-65052346-071826

Institution Name:	California RDA Institute	Institution Telephone:	(858) 722-8504
Institution Code:	65052346	Administrator Name:	Adele Baca
Street Address:	1059 First Avenue San Diego, CA 92101	Inspection Date:	7/18/26

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)(3)(D)	Violation Description: The institution's 2023 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 2026 catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).

Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	Violation Description: Page 18 of the institution's 2023 catalog contains an unenforceable policy specifying the condition and return of equipment within the cancellation period as potential nonrefundable items. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded. Correction: The institution shall update the 2026 catalog to remove the above-mentioned policy pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b).
3	CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71751 (a)(3)	Violation Description: The pro-rata refund calculation on page 18 of the institution's 2023 catalog, does not comply with 5 CCR § 71751 (a)(3). Correction: The institution shall update the pro-rata refund calculation in the institution's 2026 catalog pursuant to CEC § 94909 (a)(8)(B) and 5 CCR § 71751 (a)(3).
4	5 CCR § 71810 (b)(6)	Violation Description: The institution's 2023 catalog failed to contain policies and practices, including required disclosures regarding WIOA or the MyCAA grant mentioned on the website. Correction: The institution shall update its 2026 catalog to include the above-mentioned disclosures pursuant to 5 CCR § 71810 (b)(6).
5	5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120 (a)	Violation Description: Page one of the institution's enrollment agreement template, the itemized listed of total charges incorrectly identifies the STRF fee as, "\$2", "\$5", and "1.50". The current fee is listed as "\$0.00 per \$1,000 of institutional charge." Correction: The institution shall update the itemization section in its enrollment agreement template pursuant to 5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120 (a).

Violation	Code Section Violated	Description of the violation and required correction.
6	5 CCR § 76215 (a) in conjunction with 5 CCR § 76120 (a)	Violation Description: The institution's enrollment agreement incorrectly identifies the STRF fee on page two as " \$.50 per \$1,000 of institutional charges". The current fee is listed as "\$0.00 per \$1,000 of institutional charge." Correction: The institution shall update its enrollment agreement template, to include the current STRF value pursuant to 5 CCR § 76215 (a) in conjunction with 5 CCR § 76120 (a).
7	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	Violation Description: Page two of the institution's enrollment agreement template contains an unenforceable policy specifying the condition and return of equipment within the cancellation period as potential nonrefundable items. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded. Correction: The institution shall update the enrollment agreement template to include the above-mentioned policies pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b).
8	CEC § 94911 (e)(2) in conjunction with 5 CCR § 71750 (c)(1)	Violation Description: The pro-rata refund sample on page three of the institution's enrollment agreement template, does not comply with 5 CCR § 71750 (c)(1). Correction: The institution shall update the pro-rata refund sample on page three of the institution's enrollment agreement template pursuant to CEC § 94911 (e)(2) in conjunction with 5 CCR § 71750 (c)(1).
9	5 CCR § 71760	Violation Description: The institution failed to develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. Correction: The institution shall update its policies and procedures to include the above-mentioned self-monitoring policy pursuant to 5 CCR § 71760.

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:	Adele Baca
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	<i>Alec Taub</i>

NOTICE TO COMPLY DECLARATION

CU-65052346-071826

Institution Name:	California RDA Institute	Institution Telephone:	(858) 722-8504
Institution Code:	65052346	Administrator Name:	Adele Baca
Street Address:	1059 First Avenue San Diego, CA 92101	Inspection Date:	7/18/26

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