



Bureau for Private Postsecondary Education
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
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NOTICE TO COMPLY – CU 81663214 0122 (Ed. Code § 94935; 5, CCR § 75010)

Institution Name:	Wilson University	Institution Telephone:	916-681-2768
Institution Code:	81663214	Administrator Name:	Anna Ballinger for Jennifer Barrett
Street Address:	9735 Dino Drive Elk Grove, CA 95624	Date of Inspection:	January 4, 2021

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS

Education Code (CEC) or Regulation (5, CCR)	Violation – Requested Submission
<p>5, CCR §76140(a)(4)(5)(8) (9)(10)(11)((13) Record Keeping Requirements.</p>	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ul style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and <i>course costs</i>, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The institution maintains supporting documentation which did not identify the data points bolded and italicized above.</p>

Notice to Comply – CU 81663214 0122

Inspector's Initial: *WMLW*

Administrator's Initial: *AIS*


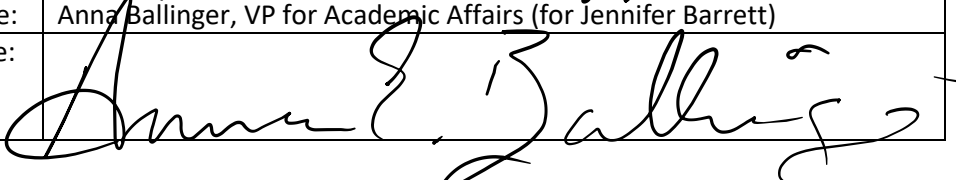
		<p>To remedy this violation, the institution shall provide documentation to substantiate the 3rd Quarter 2021 STRF Assessment Reporting Form containing ALL elements required by 5, CCR §76140(a)(1-13). The documentation shall be submitted in an electronic format pursuant to 5, CCR §76140(b).</p> <p>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 4, 2022.</p>
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STUDENT RECORDS

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
	<p>5, CCR §71920(b)(5)(E). Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: (E) The name, address, website address, and telephone number of the institution.</p> <p>Graduated and withdrawn student files contained Wilson University student transcripts which failed to identify the institution’s website address.</p> <p>To remedy this violation, the institution shall update their transcript template to contain the institution’s website address.</p> <p>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 4, 2022.</p>
	<p>5, CCR §71920(b)(10). Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p>The withdrawn student files failed to contain a document calculating a student’s refund. A refund calculation shall be included in a withdrawn student’s file for purposes of determining and documenting the amount the student may be owed for a refund or owe to the school.</p> <p>Additionally, the student file for student number WU000375 (M.D.) showed the student received a \$61 payment, but documentation failed to provide the address of the person the refund was sent to.</p> <p>To remedy this violation, the institution shall provide the refund calculation worksheet used to determine the amount the institution earned from the student. The document shall calculate the total charges earned and specify the amount of a refund (if applicable), including the amount refunded for tuition and the amount for other itemized charges, the method of calculating</p>

		<p>the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent. The institution shall provide their written policy and procedure specifying when the form will be used and implemented.</p> <p>Corrections to the violation shall be submitted to the NTC Analyst with the Declaration page of this document by February 4, 2022.</p>
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Only minor violations are listed on this Notice to Comply.

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Anna Ballinger, VP for Academic Affairs (for Jennifer Barrett)
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

RETURN THIS FORM BY **FEBRUARY 4, 2022** TO THE NTC ANALYST WITH EITHER:
1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, 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.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **February 4, 2022**.