



**Bureau for Private Postsecondary Education**  
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
 P (916) 574-8900 F (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)



**NOTICE TO COMPLY – CU 44933240 0522 (Ed. Code § 94935; 5, CCR § 75010)**

Institution Name:	Advance English Academy	Institution Telephone:	415- 552-1001
Institution Code:	44933240	Administrator Name:	Sina Ghadirian, Compliance Director
Street Address:	275 9 <sup>th</sup> Street, 3rd Floor San Francisco, CA 94103	Date of Inspection:	5/11/2022

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
1	<b>5, CCR §76140(b). Record-Keeping Requirements.</b>	<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><b>5, CCR §76140 Record-Keeping Requirements.</b>            (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:            (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 course costs,            (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> <p><b>The institution had records of student information to substantiate the data reported on the STRF Assessment Reporting Form; however, the institution could not provide the requested data in an electronic format</b></p>



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Inspector's Initial: *mw*

Administrator's Initial: *SG*

		<p>that is readily available in an electronic format in an intelligible and orderly manner.</p> <p>To remedy this violation, the institution shall provide supporting documentation containing all elements required by 5, CCR 76140(a)(1 through 13) to substantiate the 4<sup>th</sup> Quarter 2021 and 1<sup>st</sup> Quarter 2022 STRF Assessment Reporting Forms. The data shall be submitted in an electronic format in an intelligible and orderly manner.</p> <p>Corrections to the violation and the Declarations Page of this document shall be submitted to the Notice to Comply Analyst no later than June 11, 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:	Sina Ghadirian, Compliance Director
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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 **June 11, 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 **June 11, 2022**.