



## NOTICE TO COMPLY

CU-1904941 -02042025

Institution Name:	Casa Loma College	Institution Telephone:	(818) 785-2726
Institution Code:	1904941	Administrator Name:	Veronica Pantoja
Street Address:	15301 Ventura Boulevard, Suite D-100 Sherman Oaks 91403	Inspection Date:	2/4/2025

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](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 § 94913 (a)(1) in conjunction with 5CCR § 71810 (a)	<p><b>Violation Description:</b> The institution’s website failed to contain a link to the institution’s current school catalog. The website currently includes a catalog dated 1/1/2024-12/31/2024.</p> <p><b>Correction:</b> To remedy this violation, the school shall update its school’s website to include current links pursuant to CEC § 94913 (a)(1) and 5CCR § 71810 (a).</p>
2	CEC § 94909 (a)(3)(D)	<p><b>Violation Description:</b> The institution’s catalog dated 1/1/2024-12/31/2024 failed to include the required verbatim statement.</p> <p>“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, option #5, or by visiting osar.bppe.ca.gov.”</p>


Violation	Code Section Violated	Description of the violation and required correction.
		<p><b>Correction:</b> Provide an updated catalog that is corrected to comply with CEC § 94909 (a)(3)(D).</p>
3	CEC § 94909 (a)(9)	<p><b>Violation Description:</b> The institution’s 1/1/2024-12/31/2024 catalog failed to include the schedule of total charges for a period of attendance. The catalog currently only includes the charges for the entire educational program.</p> <p><b>Correction:</b> Provide an updated catalog that is corrected to comply with CEC § 94909 (a)(9).</p>
4	CEC § 94911 (d)	<p><b>Violation Description:</b> The institution’s enrollment agreement failed to include a statement indicating the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p><b>Correction:</b> Provide an updated enrollment agreement that is corrected to comply with CEC § 94911 (d).</p>
5	CEC § 94911 (i)(2)	<p><b>Violation Description:</b> The institution’s enrollment agreement failed to include a line for students to initial acknowledging an enrollment document disclosure statement.</p> <p><b>Correction:</b> Provide an updated enrollment agreement that is corrected to comply with CEC § 94911 (i)(2).</p>
6	CEC § 94916	<p><b>Violation Description:</b> The institution’s enrollment agreement failed to include the following required statement</p> <p style="text-align: center;"><b>“NOTICE”</b></p> <p>“You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.”</p> <p><b>Correction:</b> Provide an updated enrollment agreement that is corrected to comply with CEC § 94916.</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:	Veronica Pantoja, Senior Director Administrative Services
Bureau Compliance Analyst Name:	Michelle Loo
Bureau Compliance Analyst Signature:	

## 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.

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Signature

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Date

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Print Name and Title