



NOTICE TO COMPLY

CA-20260123044-062026

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| Institution Name: | NCITE (Northern California Institute for Transformative Education at Sacramento Waldorf School) | Institution Telephone: | (916) 860-2509 |
| Institution Code: | 20260123044 | Administrator Name: | Terri Stewart |
| Street Address: | 3750 Bannister Road Fair Oaks, CA 95628 | Inspection Date: | 6/9/2026 |

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 (b)(4) | <p>Violation Description: The institution’s catalog failed to include the level of English language proficiency required of students.</p> <p>Correction: The institution shall update its catalog to provide the level of English language proficiency required of students, and the kind of documentation of proficiency that will be accepted, pursuant to 5 CCR § 71810 (b)(5).</p> |
| 2 | CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (a)(1)(A) | <p>Violation Description: Page 33 of the institution’s catalog lists a specific past date in which the student must cancel the enrollment agreement to obtain a refund of charges.</p> <p>Correction: The institution shall remove the specific cancellation date from the catalog pursuant to CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (a)(1)(A).</p> |

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|-----------|---|---|
| 3 | CEC § 94909 (a)(8)(B) in conjunction with CEC § 94897(s). | <p>Violation Description: Page 27 of the institution’s catalog contains a statement regarding not releasing transcripts until after financial obligations are satisfied. This statement violates California Civil Code 1788.93 referenced below:</p> <p>CA Civ Code § 1788.93. <i>Notwithstanding any provision of law, a school shall not do any of the following:</i></p> <p><i>(a) Refuse to provide a transcript for a current or former student on the grounds that the student owes a debt.</i></p> <p><i>(b) Condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.</i></p> <p><i>(c) Charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt.</i></p> <p><i>(d) Use transcript issuance as a tool for debt collection.</i></p> <p>Correction: The institution shall remove the non-compliant statements from the catalog pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94897(s).</p> |
| 4 | CEC § 94911 (c) in conjunction with CEC § 94870 | <p>Violation Description: The institution’s enrollment agreement fails to include non-institutional charges in the calculation of total charges.</p> <p>Correction: The institution shall update its enrollment agreement to include non-institutional charges in its calculation of total charges pursuant to CEC 49911 (c) in conjunction with CEC § 94870</p> |


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|-----------|--|--|
| 5 | CEC § 94911 (e)(1) in conjunction with 5 CCR § 71750 (a)(1)(A) | <p>Violation Description: The institution’s enrollment agreement lists both an application fee and a registration fee as non-refundable. This policy does not comply with 5 CCR § 71750 (a)(1)(A) which states:</p> <p>“Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.”</p> <p>Correction: The institution shall remove the non-compliant language from its enrollment agreement pursuant to CEC § 94911 (e)(1) in conjunction with 5 CR § 71750 (a)(1)(A).</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.

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| Notice To Comply Given To Name & Title: | Terri Stewart, Administrative Assistant |
| Bureau Compliance Analyst Name: | Shannon Greenmun |
| Bureau Compliance Analyst Signature: |  |

NOTICE TO COMPLY DECLARATION

CA-20260123044-062026

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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

Date

Print Name and Title