



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA 1915531 1213 (Ed. Code § 94935, 5 CCR § 75010)

Table with 4 rows and 2 columns: Institution Name, Institution Telephone, Institution Code, Administrator Name, Street Address, Date of Inspection.

Nature and Facts of the Violation(s):

Table with 2 columns: Education Code, Subsection and Description. Row 1: §94919 - Institutions Participating in Federal Student Financial Aid Programs. (c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Institution failed to provide a pro rata refund document of nonfederal student financial aid money.

Table with 2 columns: Code of Regulations, Subsection and Description. Row 1: §71920 - Student Records. (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; Institution failed to provide a refund document that specified amount of refund, method of calculating the refund and the name and address of the person or entity to which the refund was sent.

Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

Table with 2 columns: Inspector's Name, Signature, Institution Administrator Name/Title, 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

Notice to Comply - CA 1915531 1213

Inspector's Initial: [Signature]

Administrator's Initial: JS

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME 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 **1/4/2014**

Notice to Comply – CA 1915531 1213

Inspector's Initial: *h*

Administrator's Initial: *JS*