



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



**NOTICE TO COMPLY - CA-1929231-0414 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	A F International School of Languages, Inc.	Institution Telephone:	213-381-6707
Institution Code:	1929231	Administrator Name:	Andrea Fuchs
Street Address:	3807 Wilshire Blvd. #600/#1140, Los Angeles, CA 90010	Date of Inspection:	April 2, 2014

**Nature and Facts of the Violation(s):**

Education Code	Subsection and Description
§94902 - General Enrollment Requirements.	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. <b>Several student files did not contain enrollment agreements.</b></p> <p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement. <b>Student files did not contain a School Performance Fact Sheet.</b></p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student. <b>Student files did not contain a School Performance Fact Sheet.</b></p>
§94912 - Signature, Initials Required.	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student. <b>Student files did not contain a School Performance Fact Sheet.</b></p>

Code of Regulations	Subsection and Description
§71750 - Withdrawals and Refunds.	<p>(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division. <b>Withdrawn student files did not contain documentation to verify a proper refund.</b></p> <p>(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided</p>



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Administrator's Initial: *AF*

	<p>subtracted from the amount paid by the student.  <b>Withdrawn student files did not contain documentation to verify a proper refund.</b>  (e) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.  <b>Withdrawn student files did not contain documentation to verify a proper refund.</b></p>
<p>§71920 - Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:  (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;  <b>Student files did not contain verification of high school completion or equivalency, or other documentation establishing the student's ability to do college level work.</b>  (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and  <b>Several student files were lacking documentation of the date of enrollment and/or withdrawal from the institution.</b>  (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;  <b>Several student files were lacking documents showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.</b>  (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;  <b>Withdrawn student files were lacking documentation 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.</b></p>
<p>§71930 - Maintenance of Records.</p>	<p>(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a</p>

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Inspector's Initial:   
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manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets. **Graduated and Withdrawn student files are kept in a room on exposed shelves which are not secure from damage or loss.**

Inspector's Name	Dr. Botstein
Inspector's Signature	[Signature]
Institution Administrator Name/Title:	ANDREA FUCHS / Owner
Institution Administrator's Signature:	[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>

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Inspector's Initial: [Signature]  
Administrator's Initial: [Signature]

**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 **MAY 2, 2014**

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Inspector's Initial: *DB*

Administrator's Initial: *[Signature]*