



NOTICE TO COMPLY

CU-43740564-06112025

Institution Name:	Laura Rodriguez Medical Assistant Institute	Institution Telephone:	(619) 269-5338
Institution Code:	43740564	Administrator Name:	Michelle Guzman & Pauline Lucatero
Street Address:	5160 Federal Boulevard Suite #154 San Diego, CA 92105	Inspection Date:	June 11, 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
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 § 94909 (a)(3)(D)	<p>Violation Description: The institution's 2024-2025 catalog, failed to contain the required verbatim statement: "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 or by visiting https://www.osar.bppe.ca.gov/."</p> <p>Correction: The institution shall update the catalog, to include the above-mentioned statement, pursuant to CEC § 94909 (a)(3)(D).</p>
2	5 CCR § 71810 (b)(1)	<p>Violation Description: The institution's 2024-2025 catalog failed to contain the specific beginning and ending dates defining the time period covered by the catalog.</p>

Violation	Code Section Violated	Description of the violation and required correction.
		Correction: The institution shall update the catalog to include specific beginning and ending dates defining the time period covered by the catalog.
3	CEC § 94909 (a)(11)	<p>Violation Description: The institution's 2024-2025 catalog failed to contain the required statement, "If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds."</p> <p>Correction: The institution shall update the catalog to include the above-mentioned statement, pursuant to CEC § 94909 (a)(11).</p>
4	CEC § 94897 (s)	<p>Violation Description: On page 42 of the institution's 2024-2025 catalog contains an unenforceable policy regarding withholding transcripts until the student is current on all financial obligations.</p> <p>In accordance with CEC § 94897 (s) and Civil Code section 1788.93, an institution cannot require a student to satisfy financial obligations or make arrangements for payment prior to providing a transcript to a student. The statements in the enrollment agreement do not comply with CEC 94897 (s).</p> <p>Correction: The institution shall remove the non-compliant statement from the catalog. The policy must demonstrate compliance with CEC 94897 (s).</p>
5	5 CCR § 76120 (a)	<p>Violation Description: Pages 45 and 46 of the institution's 2024-2025 catalog has the prior STRF fee of \$2.50 per one thousand dollars of institutional charges. The new STRF fee is \$0.00 as of April 1, 2024.</p> <p>Correction: The institution shall update its catalog to have the correct STRF amount.</p>
6	5 CCR § 71800 (a)	<p>Violation Description: The institution's enrollment agreement fails to contain the address where instruction will be provided.</p> <p>Correction: The institution shall update its enrollment agreement to include the address where instruction will be provided.</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94911 (c)	<p>Violation Description: The institution's enrollment agreement fails to contain the required underlined capital letters on the same page as the student's signature, “</p> <p><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u> <u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>”</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statements, pursuant to CEC § 94911 (c).</p>
8	CEC § 94911 (e)(2)	<p>Violation Description: The institution's enrollment agreement fails to contain the required disclosure, “If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.”</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned disclosure, pursuant to CEC §94911 (e)(2).</p>
9	CEC §94911 (e)(3)	<p>Violation Description: The institution's enrollment agreement fails to contain a description of the procedures that a student is required to follow to <u>withdraw</u> from the institution and obtain a refund.</p> <p>Correction: The institution shall update its enrollment agreement to include a description of the procedures that a student is required to follow to withdraw from the institution and obtain a refund.</p>

Violation	Code Section Violated	Description of the violation and required correction.
10	CEC § 94911 (j)(1)	<p>Violation Description: The institution's enrollment agreement fails to contain the required statement,</p> <p>"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (<i>insert address*</i>), www.bppe.ca.gov, (<i>insert telephone number and fax number*</i>)."</p> <p>*The following may be used for inserts: Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC § 94911 (j)(1).</p>
11	CEC § 94911 (j)(2)	<p>Violation Description: The institution's enrollment agreement fails to contain the required statement,</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC § 94911 (j)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
12	CEC § 94911 (i)(1)	<p>Violation Description: The institution's enrollment agreement fails to contain the required statement and a line for the student to initial,</p> <p>" Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC §94911 (i)(1).</p>
13	CEC § 94911(i)(2)	<p>Violation Description: The institution's enrollment agreement fails to contain the following required statement, immediately following the statement required by CEC §94911 (i)(1), and a line for the student to initial,</p> <p>"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC §94911 (i)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
14	CEC § 94911 (d)	<p>Violation Description: The institution's enrollment agreement fails to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC § 94911 (d).</p>
15	CEC § 94911 (k)	<p>Violation Description: The institution's enrollment agreement fails to contain the following required statement above the space for the student's signature,</p> <p>"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC § 94911 (k).</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	Michelle Guzman, Student Services Manager
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Name & Title:	Pauline Lucatero, Chief Academic Administrator
Bureau Compliance Analyst Name:	Beverly Tjokrosoeharto
Bureau Compliance Analyst Signature:	<i>Beverly Tjokrosoeharto</i>

NOTICE TO COMPLY DECLARATION

CU-43740564-06112025

Institution Name:	Laura Rodriguez Medical Assistant Institute	Institution Telephone:	(619) 269-5338
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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