



NOTICE TO COMPLY

CA-42058895-041024

Institution Name:	Montessori Northwest	Institution Telephone:	(503) 963-8992
Institution Code:	42058895	Administrator Name:	Angelika Steinberg
Street Address:	310 Cornerstone Court, Pleasanton, CA, 94556	Inspection Date:	4/10/24

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)(10) In conjunction with 5, CCR § 71740	<p>Violation Description: The institution's 2024-2025 catalog failed to identify a library or a description of other learning resources and the procedures for student access to those resources that demonstrates compliance with 5, CCR § 71740.</p> <p>Correction: The institution shall update its 2024-2025 catalog, to include information regarding a library or a description of other learning resources and the procedures for student access to those resources pursuant to 5, CCR § 71810 (b)(10) in conjunction with 5, CCR § 71740.</p>

Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (a)(b)	<p>Violation Description: The STRF disclosure on page 24 of the institution's 2024-2025 catalog failed to include required verbatim language within the statement from 5 CCR § 76215 (a) and contains the incorrect bureau address within the required verbatim language from 5 CCR § 76215 (b).</p> <p>Correction: The institution shall remove the statement from the STRF disclosure. The policy must demonstrate compliance pursuant to CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (a)(b).</p>
3	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 25 of the institution's 2024-2025 catalog, contains an unenforceable policy regarding books as a non-refundable. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p>Correction: The institution shall update the refund policy in its catalog. The policy must demonstrate compliance with CEC § 94909 (a)(8)(B) and CEC § 94920 (b).</p>
4	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution's 2023 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 its catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
5	5, CCR § 71800 (b)	<p>Violation Description: Page 1 of the institution's 2024-2025 enrollment agreement, failed to contain the period covered by the enrollment agreement.</p> <p>Correction: The institution shall update the enrollment agree with the above-mentioned policy. The policy must demonstrate compliance with 5, CCR § 71800 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
6	5 CCR § 71800 (e)(12)	<p>Violation Description: The institution's enrollment agreements, failed to itemize the following items mentioned in the 2024-2025 catalog: <i>"\$50 non-sufficient funds fee for any returned payment"</i>, <i>"tuition installment late fee of \$50"</i>, <i>"If a tuition balance is not paid in full by the end of the program, any remaining balance will be subject to a 10% interest per annum payable to MNW"</i> on page 23, <i>"Fees for Deferred Programs"</i> on page 30-31, and <i>"Transfer Fees"</i> on page 31.</p> <p>Correction: The institution shall update the itemization & total tuition and fees section in its enrollment agreements to include the additional various fees mentioned in the catalog pursuant to 5 CCR § 71800 (e)(12).</p>
7	CEC § 94911 (b)	<p>Violation Description: The institution's 2024-2025 enrollment agreement failed to include the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.</p> <p>Correction: The institution shall update its enrollment agreement to include the student's obligation to the Student Tuition Recovery Fund pursuant to CEC § 94911 (b).</p>


Violation	Code Section Violated	Description of the violation and required correction.
8	5 CCR § 76140 (a)	<p>Violation Description: The institution's 2023 3rd Quarter STRF supporting documentation failed to contain record of the student's (1) Student Identification Number, (3) Email Address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (8) Courses and course cost, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>The institution's 2023 4th Quarter STRF supporting documentation failed to contain record of the student's (1) Student Identification Number, (3) Email Address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (8) Courses and course cost, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>Correction: The institution shall update the institution's 2023 3rd and 4th quarter STRF supporting documentation, pursuant 5 CCR § 76140 (a).</p>
9	CEC § 94909 (a)(5)	<p>Violation Description: On page 32, and 54 of the institution's 2024-2025 Catalog, the name of the program, "Blended Primary Diploma Program" does not match Bureau records.</p> <p>Correction: The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the name of the program. If the institution did not notify Bureau's Licensing Unit of the change in program name, the institution may contact the Bureaus Licensing Unit at BPPE.Licensing@dca.ca.gov regarding information and requirements to update Bureau records.</p> <p>OR if the Bureau's records are correct the institution shall update the catalog to reflect, "Early Childhood Certification" as the program name.</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:	Angelika Steinberg, Executive Director
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-42058895-041024

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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