



NOTICE TO COMPLY

CU-1902451-062025

Institution Name:	Professional Institute of Beauty	Institution Telephone:	(626) 443-9401
Institution Code:	1902451	Administrator Name:	Guillermo "Willie" Quinonez Jr.
Street Address:	10801 Main Street El Monte, CA 91731	Inspection Date:	June 24, 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 catalog failed to include the required statement regarding "The Office of Student Assistance and Relief" (OSAR) pursuant to CEC § 94909 (a)(3)(D).</p> <p>Correction: The institution shall update the catalog to include the required statement regarding, "The Office of Student Assistance and Relief" (OSAR) pursuant to CEC § 94909 (a)(3)(D) in its entirety. (see below)</p> <p>"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, Option #5, or by visiting, www.https://osar.bppe.ca.gov/)."</p>
2	CEC § 94897 (s)	<p>Violation Description: The institution's catalog contains language that violates Section 1788.93 of the Civil Code pursuant to CEC § 94897 (s). Page 37, "Right To</p>

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Withhold Transcripts And Grades For Non Payment Of Tuition: An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full."</p> <p>Correction: The institution shall revise the catalog by removing any reference that violates Civil Code 1788.93. pursuant to CEC § 94897 (s), including the reference on page 37 as noted above.</p>
3	CEC § 94919 (d)	<p>Violation Description: The catalog contains conflicting information regarding refunds for students who cancel during the cancellation period pursuant to CEC § 94919 (d). Page 35 in the STUDENT RIGHT TO CANCEL section - under the required verbiage is the following non-compliant statement, "If you cancel the enrollment agreement, the School will refund any money that you paid, less any deduction for equipment and books received."</p> <p>Also under the "Equipment, Supplies and Textbooks" section, the following is non-compliant," If you fail to return this equipment, supplies, including books or other materials, in the new and unused condition within the 30-day period, the School may deduct its documented cost for the equipment, supplies, and textbooks, from any refund that may be due to you. Once you pay for the equipment, supplies, and textbooks, it is yours to keep it without further obligation. As stated in the catalog and the enrollment agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any equipment, supplies, and textbooks, the cost will be charged to your account."</p> <p>Correction: The institution shall update the catalog by removing the non-compliant statement(s) as noted above. Refunds made for students who cancel during the cancellation period shall be made in compliance with CEC § 94919 (d).</p>

Violation	Code Section Violated	Description of the violation and required correction.
4	CEC § 94911 (b)	<p>Violation Description: The institution's enrollment agreement failed to include a list of non-refundable charges pursuant to CEC § 94911 (b).</p> <p>Correction: The institution shall update the enrollment agreement by including a list of non-refundable charges pursuant to CEC § 94911 (b). (If books and other fees are non-refundable after the cancellation period then they must be identified as a non-refundable charges.)</p>
5	CEC § 94911 (e) (2) In conjunction with CEC § 94919 (d)	<p>Violation Description: The enrollment agreement contains conflicting information regarding refunds for students who cancel during the cancellation period pursuant to CEC § 94911 (e) (2) In conjunction with CEC § 94919 (d). Page 2 in the enrollment agreement - STUDENT RIGHT TO CANCEL section - under the required verbiage is the following non-compliant statement, "If you cancel the enrollment agreement, the school will refund any money that you paid, less any deduction for equipment and books received." - Also under the "Equipment, Supplies and Textbooks" section, the following is non-compliant, "If you fail to return this equipment, supplies, including books or other materials, in the new and unused condition within the 30-day period, the school may deduct its documented cost for the equipment, supplies, and textbooks, from any refund that may be due to you. Once you pay for the equipment, supplies, and textbooks, it is yours to keep it without further obligation. As stated in the catalog and the enrollment agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any equipment, supplies, and textbooks, the cost will be charged to your account."</p> <p>Correction: The institution shall update the enrollment agreement by removing the non-compliant statement(s) as noted above. Refunds made for students who cancel during the cancellation period shall be made in compliance with CEC § 94911 (e) (2) in conjunction with CEC § 94919 (d).</p>

6	CEC § 94908	<p>Violation Description: The institution's enrollment agreement failed to include all required information, disclosures and statements in at least the same size font as the majority of the of the text in the enrollment agreement pursuant to CEC § 94908. The following are the verbiage(s) in violation, some are repeated several times in the document:</p> <p>“Course Description: Each course of study is designed to assist the student's capability to pass the The Board of Barbering and Cosmetology licensing examination. Passing the exam is a requirement in order to obtain a License. The license is a requirement to operate in the state of California.”</p> <p>“Course Language: The Course will be taught in English, in accordance with the same language that this contract was signed. Graduation Requirements to Obtain Your Diploma: When a student has completed the required clock hours, theory hours, practical operations, workbooks, chapter exams, final exams, and all required coursework for his/her course of study with a GPA (Grade Point Average) of "C" (70%) or better and the student has paid in full all tuition and fees, he/she will receive a Diploma certifying his/her graduation of the appropriate course of study. The school will assist the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination”</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>“The enrollment agreement is legally binding when signed by the student and accepted by the institution.”</p> <p>“If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial</p>
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Violation	Code Section Violated	Description of the violation and required correction.
		<p>aid at another institution or other government assistance until the loan is repaid”</p> <p>All verbiage under the “Special Terms And Conditions section”</p> <p><u>“TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT”.</u></p> <p>Correction: The institution shall update the enrollment agreement’s font size of the required information, disclosures and statements in violation noted above, pursuant to CEC § 94908.</p>
7	CEC § 94897 (s)	<p>Violation Description: The institution’s enrollment agreement contains language that violates Section 1788.93 of the Civil Code pursuant to CEC § 94897 (s). Page 2 “Right To Withhold Transcripts And Grades For Non Payment Of Tuition: An institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.”</p> <p>Page 3 “Each course of study offered by PIB is considered to be a single course, therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.”</p> <p>Correction: The institution shall revise the enrollment agreement by removing any reference that violates Civil Code 1788.93. pursuant to CEC § 94897 (s), including the reference (s) on page 2 & 3 as noted above.</p>


Violation	Code Section Violated	Description of the violation and required correction.
8	5 CCR 71800 (b)	<p>Violation Description: The institution's enrollment agreement failed to include the dates of the period covered by the enrollment agreement pursuant to 5 CCR 71800 (b).</p> <p>Correction: The institution shall update the enrollment agreement to include the period of time that is covered by the enrollment agreement pursuant to 5 CCR 71800 (b).</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:	Guillermo "Willie" Quinonez Jr. Adm. Assistant
Bureau Compliance Analyst Name:	Laura Cheah
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CU-1902451-062025

Institution Name:	Professional Institute of Beauty	Institution Telephone:	(626) 443-9401
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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