



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CU 88680286 0219 (Ed. Code § 94935; 5, CCR § 75010)

Institution Name:	Olivet University	Institution Telephone:	(951) 763-0500
Institution Code:	88680286	Administrator Name:	Nathanael Tran
Street Address:	36401 Tripp Flats Road Anza, CA 92539	Date of Inspection:	2/27-28/2019

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS

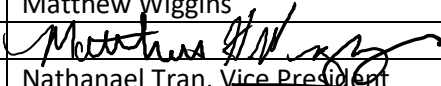
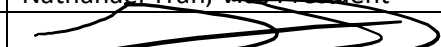
	Education Code (CEC) or Regulation (5, CCR)	Subsection, Description, and Required Correction
1	5, CCR §76140(a)(1-13). Record-Keeping Requirements.	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>The institution provided documentation to substantiate the data reported in the 3rd and 4th Quarter 2018 STRF Assessment Reporting Forms; however, the data was incomplete and did not contain all required data points. The data provided did not contain the following data points:</p> <ol style="list-style-type: none"> (1) Student identification number, (3) Email address, (4) Local or mailing address,* (5) Address at the time of enrollment,* (6) Home address,*

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Inspector's Initial: *MW*
 Administrator's Initial: *TF*

		<p>(7) Date enrollment agreement signed, (8) Courses and <u>course costs</u>, (9) Amount of STRF assessment collected, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>*The data did include the student’s “permanent address,” but did not identify the addresses as required above.</p> <p>To remedy this violation, the institution shall remit documentation containing all required data points identified above to substantiate their 3rd and 4th Quarter 2018 Student Tuition Recovery Fund Assessment Reporting Forms. The forms shall be submitted electronically pursuant to 5, CCR §76140(b):</p> <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>Documentation of compliance shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by March 30, 2019.</p>
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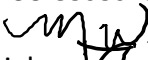

Only minor violations are listed on this Notice to Comply.

Inspector’s Name	Matthew Wiggins
Inspector’s Signature	
Institution Administrator Name/Title:	Nathanael Tran, Vice President
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>

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Inspector’s Initial: 
Administrator’s Initial: 

RETURN THIS FORM BY MARCH 30, 2019 TO THE NTC ANALYST 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 **March 30, 2019**.