



**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 0618 (Ed. Code § 94935, 5 5, CCR § 75010)**



Institution Name:	Santa Clara Beauty College	Institution Telephone:	(408) 249-6066
Institution Code:	4305001	Administrator Name:	Kim Dang
Street Address:	2630 El Camino Real Santa Clara, CA 95051	Date of Inspection:	6/5/2018

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:

**ADVERTISEMENTS**

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
1	<b>§94897. Prohibited Business Practices</b>	<p>(j) In any manner make an untrue or misleading change in, or untrue or misleading statement related to, a test score, grade or record of grades, attendance record, record indicating student completion, placement, employment, salaries, or financial information, including any of the following:</p> <p>The program brochures for each educational program offered contained the statement, "Over 9 out of 10 graduates, that take the state licensing exam, pass!" The statement is misleading and not verified.</p> <p>To remedy this violation, the institution shall update their brochure templates with the removal of the misleading statement. To document compliance, the institution shall provide the brochure templates, and a written statement the institution will no longer utilize the misleading brochures.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document to the NTC Analyst no later than July 6, 2018.</p>
2	<b>CEC §94913. Institutional Web Site Requirements</b>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:                      (3) Student brochures offered by the institution.</p> <p>The institution's website does not contain documentation of the updated student brochures offered by the institution.</p> <p>To remedy the violation, the institution's website shall be updated to include the updated student brochures offered by the institution.</p>

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Inspector's Initial: *TT*

Administrator's Initial: *KD*

	A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within no later than July 6, 2018.
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**FINANCIALS**

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
3	5, CCR §74115. Financial Statements	<p>(b) A set of financial statements shall contain, at a minimum, a balance sheet, an income statement, and a cash flow statement, and the preparation of financial statements, shall comply with all of the following:</p> <p>(2) Financial statements prepared on an annual basis as required by section 74110(b) shall be prepared in accordance with the generally accepted accounting principles established by the American Institute of Certified Public Accountants. Nonprofit institutions shall provide annual financial statements as required under generally accepted accounting principles for nonprofit organizations.</p> <p>The financial statements submitted for the 2016 Annual Report did not contain the Balance Sheet and Statement of Cash Flow.</p> <p>To remedy the violation and document compliance, the institution shall provide their completed financial statements, which shall include, at a minimum, the balance sheet, cash flow statement, and income statement. The financial statements shall be submitted to the Bureau's Annual Reports Unit. A copy of the documentation submitted to the Annual Reports Unit shall be submitted with the NTC response.</p> <p>The corrections shall be submitted with the institution's response to the NTC and the last page of this document to the NTC Analyst no later than July 6, 2018.</p>

**STUDENT RECORDS**

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
4	5, CCR §71920. Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The transcripts maintained for each student did not contain website address and telephone number.</p>

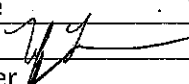
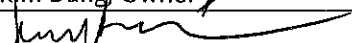
Notice to Comply – CA 4305001 0618

Inspector's Initial: *TL*

Administrator's Initial: *KD*

		<p>To remedy this violation and document compliance, the institution shall provide the updated transcripts showing the institution's name, address, website address, and telephone number.</p> <p>The correction shall be submitted with the institution's response to the NTC and the last page of this document to the NTC Analyst no later than July 6, 2018.</p>
5	5, CCR §71920. Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(11) Copies of any official advisory notices or warnings regarding the student's progress</p> <p>The institution did not maintain copies of official advisory notices or warning regarding the student's progress in any student file.</p> <p>To remedy this violation, the institution shall provide copies of any official advisory notices or warning regarding student's progress. The institution shall provide with the NTC response documentation of the institution's established policy and procedure for addressing official advisory notices or warnings regarding the student's program and maintaining that documentation in the student's file.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Tiffany Lawrence
Inspector's Signature	
Institution Administrator Name/Title:	Kim Dang, Owner
Institution Administrator's 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: *TJ*

Administrator's Initial: *KD*

RETURN THIS FORM TO THE NTC ANALYST NO LATER THAN JULY 6, 2018 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 July 6, 2018.

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Inspector's Initial: *MI*

Administrator's Initial: *KD*