



**NOTICE TO COMPLY** – CA-1937761-0219 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Moviola Education Center	Institution Telephone:	323-467-1116
Institution Code:	1937761	Administrator Name:	Jim Turner
Street Address:	1015 N. Hollywood Way Burbank, CA 91505	Date of Inspection:	2/26/19

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:

Referenced Law	Subsection , Description, and Required Correction
§76140 - 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> <p>(4) Local or mailing address,            (5) Address at the time of enrollment,            (6) Home address</p> <p><b>The institution failed to collect and maintain addresses to substantiate the data reported on the STRF Assessment Reporting Form.</b></p> <p><b>To remedy the violation, the institution shall provide their policy and procedure for collecting and maintaining addresses to substantiate the data reported. The institution shall submit their policy with the last page of this document by 3/27/19.</b></p>
§71920 - Student Records.	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <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>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal            (E) The name, address, website address, and telephone number of the institution.</p>


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Inspector's Initial: *MT*  
 Administrator's Initial: *J.T.*

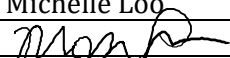
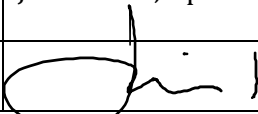
	<p>§94900 - Required Student Records</p> <p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>(2) The courses and units on which the certificate or degree was based.</p> <p>(3) The grades earned by the student in each of those courses.</p> <p><b>The institution's graduate files failed to include transcripts showing the course or educational programs completed, the name, address, website address and telephone number of the institution, degree or certificate granted, the course and units on which the certificate was based, and the grades earned by the student in each of those courses.</b></p> <p><b>To remedy the violation, the institution shall provide their policy and procedure for maintaining permanent transcripts for each program a student completes and a draft copy of the institution's official transcript. The institution shall submit a copy of the policy, a draft transcript, and the last page of this document by 3/27/19.</b></p>
<p>§71920 - Student Records.</p>	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p><b>The institution failed to maintain a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</b></p> <p><b>To remedy the violation, the institution shall provide their policy and procedure for maintaining a refund document in student files and a draft copy of the institution's refund calculation sheet. The school's policy, draft refund calculation, and the last page of this document shall be submitted by 3/27/19.</b></p>

Only minor violations are listed on a Notice to Comply.

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Inspector's Initial: 

Administrator's Initial: 


Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Jim Turner, Operations Manager
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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Administrator's Initial: 

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME 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 **3/27/19**

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Administrator's Initial: 