



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 – CU 0106261 0717 (Ed. Code § 94935, 5 5, CCR § 75010)

Institution Name:	SAE Expression	Institution Telephone:	510654-2934
Institution Code:	0106261	Administrator Name:	Elmo Frazer
Street Address:	6601 Shellmound Street Emeryville, CA 94608	Date of Inspection:	July 24, 2017

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

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection , Description, and Required Correction
5, CCR §76140. Record-Keeping Requirements.	(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: (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. The institution provided documentation to substantiate the STRF Assessment Reporting Forms which did not contain the following information for each student: (1) Student identification number (3) Email address (4) Local or mailing address

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Inspector's Initial: *MM*

Administrator's Initial: *EF*

	<p>(5) Address at the time of enrollment (6) Home address (8) Course and course cost (9) Amount of STRF assessment collected (11) Third-party payer identifying information (12) Total institutional charges charged (13) Total institutional charges paid</p> <p>To remedy this violation, the institution shall update the substantiating documentation maintained to include the items noted above. The institution shall submit the documentation for the 1st and 2nd Quarters of the 2017 STRF Reporting year.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by August 24, 2017.</p>
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SCHOOL CATALOG

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection , Description, and Required Correction
2	5, CCR §71810. Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (9) A description of the facilities and of the types of equipment and materials that will be used for instruction</p> <p>The catalog provided during the onsite inspection on July 24, 2017 does not contain a description of the types of equipment and materials that will be used for instruction. The catalog states, "SAE Expression College regularly updates its equipment, software, and educational materials in order to stay current with rapidly changing technology." The catalog does not describe the types of equipment used for instruction.</p> <p>To remedy the violation, the current catalog shall be updated to include a description of all equipment and materials that will be used to support the instruction offered. The updated catalog shall be made available on the institution's website pursuant to CEC §94913(a)(1).</p> <p>The updated catalog shall be submitted with the institution's response to the NTC and the last page of this document by August 24, 2017.</p>
3	CEC §94909. Minimum Requirements for School Catalog	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following: (9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p>

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		<p>The catalog provided during the onsite inspection on July 24, 2017 does not contain a scheduled of total charges for a current period of attendance. The schedule of charges identified in the catalog contains only the estimated total charges for the entire educational program.</p> <p>In addition, the catalog does not identify the STRF Assessment fee as a nonrefundable charge.</p> <p>To remedy the violation, the current catalog shall be updated to contain both a scheduled of total charges for a current period of attendance in addition to an estimated schedule of total charges for the entire educational program. The schedule of charges in the current catalog shall be updated to identify the STRF Assessment fee as a nonrefundable charge. The updated catalog shall be made available on the institution's website pursuant to CEC §94913(a)(1).</p> <p>The updated catalog shall be submitted with the institution's response to the NTC and the last page of this document by August 24, 2017.</p>
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ENROLLMENT AGREEMENT

	Education Code (CEC) or Code of Regulations (5, CCR)	Subsection , Description, and Required Correction
4	CEC §94911. Minimum Requirements for Enrollment Agreements.	<p>An enrollment agreement shall include, at a minimum, all of the following: (c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p> <p>The enrollment agreement at the onsite inspection on July 24, 2017 does not contain <u>THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE, THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM, and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u> on the same page as the student's signature.</p> <p>In addition, the enrollment agreement does not identify the total charges for the current period of attendance. The enrollment agreement identifies the <u>"ADJUSTED TUITION FOR TRANSFER CREDITS/PREVIOUSLY ENROLLMENT."</u></p> <p>To remedy this deficiency, the enrollment agreement shall be updated to</p>

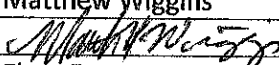
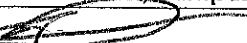
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		<p>include <u>THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>, <u>THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>, and <u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u> on the same page as the student's signature. The enrollment agreement shall be updated to include <u>THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u> in underlined all capital letters on the same page as the student's signature.</p> <p>The updated enrollment agreement shall be submitted with the institution's response to the NTC and the last page of this document by August 24, 2017.</p>
5	<p>CEC §94911. Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(i) (2) The following statement:</p> <p>(2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."</p> <p>The enrollment agreement provided during the onsite inspection on July 24, 2017 contains the verbatim statement, but the statement is not immediately following the statement required by paragraph (1) of CEC §94911(i) with a space for the student to initial.</p> <p>To remedy this violation, the enrollment agreement shall be updated to include the verbatim statement immediately following paragraph (1) of CEC §94911(i) and the space for the student to initial.</p> <p>The updated enrollment agreement shall be submitted with the institution's response to the NTC and the last page of this document by August 24, 2017.</p>

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Elmo Frazer, Campus Director
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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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 **AUGUST 24, 2017.**

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Administrator's Initial: