



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
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NOTICE TO COMPLY – CU-1020401-0617 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Tien Tao Chong Hua University	Institution Telephone:	323-722-6693
Institution Code:	1020401	Administrator Name:	Chan Chang
Street Address:	5440 Pomona Blvd. Los Angeles, CA 90022	Date of Inspection:	June 13, 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:

Education Code	Subsection , Description, and Required Correction
§94897 - Prohibited Business Practices.	<p>(l) Use the terms “approval,” “approved,” “approval to operate,” or “approved to operate” without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is “licensed” or “licensed to operate,” but may not state or imply either of the following:</p> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>The institution failed to include a complete statement in reference to their approval.</p> <p>To remedy the violation the institution shall update their catalog to include a complete statement. Please see an example below:</p> <p><i>This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.</i></p> <p>A copy of the revised catalog shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a)(3)(A) “Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers).”</p>

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 Administrator’s Initial: *C*

	<p>The catalog failed to include the above statement verbatim.</p> <p>To remedy the violation, the institution shall update their catalog to include the required statement verbatim.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(8) (A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The institution's catalog includes an admissions policy not in compliance with the regulations. Students must have a Bachelor's Degree in order to be admitted to a Master's Degree Program.</p> <p>To remedy the violation the institution shall remove the provisional admissions policy listed in their catalog.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(8) (B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>The institution's catalog included conflicting cancellation and withdrawal policies. Page 11 of the catalog has the correct cancellation policy. Pages 18 and 19 have a different cancellation policy. The timeframe students have to return equipment for a refund ranges from 10 days to 30 days to 45 days. One date needs to be listed.</p> <p>To remedy the violation, the institution shall correct their catalog to reflect correct cancellation and withdrawal policies. The institution shall also list only one date for return of equipment.</p>

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	<p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>The institution failed to include a complete statement in their catalog. The statement in the catalog only addresses the bankruptcy portion of the statement.</p> <p>To remedy the violation, the institution shall update their catalog to include a complete statement addressing all information listed in the regulation.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a) (13) If the institution provides placement services, a description of the nature and extent of the placement services.</p> <p>The institution's catalog failed to describe the nature and extent of their placement services.</p> <p>To remedy the violation the institution shall describe the nature and extent of the placement services the institution provides.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a) (15) The following statement: "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of</p>

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	<p>institution) to determine if your (credits or degree, diploma, or certificate) will transfer.”</p> <p>The catalog failed to include this statement verbatim. The statement shall only include what the institution offers; degree, diploma, or certificate.</p> <p>To remedy the violation the institution shall update their catalog to include the required statement verbatim.</p> <p>A copy of the revised catalog shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94906 - Language of Enrollment Agreement.</p>	<p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>The institution failed to provide their: Catalog, Enrollment Agreement and School Performance Fact Sheets in Chinese. The institution advertises in Chinese newspapers.</p> <p>To remedy the violation, the institution shall provide their: Catalog, Enrollment Agreement and School Performance Fact Sheet in Chinese.</p> <p>A copy of the documents translated into Chinese shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94902 - General Enrollment Requirements.</p>	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.</p> <p>The institution’s enrollment agreement failed to include a signature of an authorized employee of the institution.</p> <p>To remedy the violation the institution shall have their one current student fill out an enrollment agreement including a signature by an authorized employee of the institution.</p> <p>A copy of the enrollment agreement shall be submitted with the institution’s response to the NTC and the last page of this document within the specified time frame.</p>
<p>§94902 - General Enrollment Requirements.</p>	<p>(b) (1) The student has received the institution’s catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p>The institution’s student file failed to contain a signed Performance Fact Sheet.</p> <p>To remedy the violation the institution shall provide a signed Performance Fact Sheet for their one current student.</p>

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	<p>A copy of the signed Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§94912 - Signature, Initials Required.	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p>The institution's student file failed to contain a signed Performance Fact Sheet.</p> <p>To remedy the violation the institution shall provide a signed Performance Fact Sheet for their one current student.</p> <p>A copy of the signed Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
Code of Regulations	Subsection, Description, and Required Correction
§71810 - Catalog.	<p>(b)(3) If the institution admits students from other countries, whether visa services are provided or whether the institution will vouch for student status, and any associated charges.</p> <p>The institution's catalog failed to include information relative to international students. The catalog states the school has approval for F-1 students.</p> <p>To remedy the violation the institution shall provide detailed information about acceptance of international students.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§71810 - Catalog.	<p>(b)(13) Housing information including all of the following: (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and</p> <p>The institution's catalog failed to include the availability and approximate cost of housing located reasonably near the school.</p> <p>To remedy the violation, the institution shall include in their school catalog the availability and approximate cost for housing located reasonably near the school.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§74112 - Uniform Data - Annual Report, Performance Fact Sheet.	<p>(i) Job Placement Rates. (3) If the institution makes any claim related to preparing students</p>

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for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.

The institution failed to list the Standard Occupational Classification codes in their school catalog.

To remedy the violation the institution shall add the Standard Occupational Codes for any programs the institution offers.

A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§74112 - Uniform Data - Annual Report, Performance Fact Sheet.

(f) Total Charges. The institution's Annual Report and Performance Fact Sheet shall include the total charges for a student to complete the program within 100% of the program length. The institution must include the disclosure that there may be additional charges if the program is not completed on-time.

Total charges shall be disclosed in the Performance Fact Sheet in a format substantially similar to the format listed below (dates and numbers are for example only):

Cost of Educational Program:

Total Charges for the program for students completing on-time in 20XX: \$50,000.

Total Charges may be higher for students that do not complete on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

The institution's Performance Fact Sheet failed to include the required disclosures.

To remedy the violation the institution shall add the required disclosure statement.

A copy of the revised Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§74112 - Uniform Data - Annual Report, Performance Fact Sheet.

(g)(2) Institutions that do not participate in federal financial aid programs shall include one of two statements in the Performance Fact Sheet in a format substantially similar to the following: Students at (name of institution) are not eligible for federal student loans. The U.S. Department of Education has determined that this institution does not meet the criteria that would allow its students to participate in federal student aid programs. or (Name of Institution) is eligible, but chooses not to participate in federal

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	<p>student aid programs. So students here do not have federal student loans. Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.</p> <p>The institution's Performance Fact Sheet failed to include the required disclosures.</p> <p>To remedy the violation the institution shall add the required disclosure statement.</p> <p>A copy of the revised Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(h) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began the program as defined in subdivision (d)(1) of this section, the number of students available for graduation, number of on-time graduates, and completion rate(s)</p> <p>Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.</p> <p>The institution's School Performance Fact Sheet failed to include the bolded language above. The statement below the student's initials is required for all areas the student is required to initial.</p> <p>To remedy the violation the institution shall update their School Performance Fact Sheet to include all required language.</p> <p>A copy of the revised Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(i) Job Placement Rates. (3) If the institution makes any claim related to preparing students for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the _____ Detailed Occupation or six-digit level of the Standard Occupational Classification codes.</p> <p>The institution failed to list the Standard Occupational Classification codes in their school catalog. Therefore the institution shall not make any claims related to job placement rates.</p>

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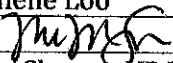
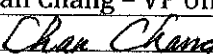
	<p>To remedy the violation the institution shall add language to their Performance Fact Sheet indicating this data was not gathered. See example below: <i>NOTE: For this cohort, employment positions were not tracked and published to include the United States Department of Labor's Standard Occupational Classification codes using the Detailed Occupational level; therefore, we were instructed to enter ZEROS for Placement and Salary Data this year. With the new regulations for job placement and salary/wage data, the Bureau will expect the school's reporting for December 1, 2019 to comply fully for its 2018 and 2017 reporting years.</i></p> <p>A copy of the revised Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(n) The institution shall provide on a separate document along with the Performance Fact Sheet the same cancellation disclosure as that which is required to be included with the enrollment agreement by Section 94911(e)(1) of the Code. The separate document shall be substantially the same size as the Performance Fact Sheet and shall be captioned "STUDENT'S RIGHT TO CANCEL" using bold 14 pt. type.</p> <p>The institution's Performance Fact Sheet failed to include the required disclosures.</p> <p>To remedy the violation the institution shall add the required disclosure statement.</p> <p>A copy of the revised Performance Fact Sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§71930 - Maintenance of Records.</p>	<p>(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.</p> <p>The institution was unable to provide the Performance Fact Sheet and current enrollment agreement immediately upon request.</p> <p>To remedy the violation, the institution shall provide the bureau with a policy and procedure, which ensures all records required to be maintained will be immediately available for inspection.</p> <p>The institution's policy and procedures for records maintenance and availability shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Chan Chang - VP University and Library Information Management
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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Administrator's Initial: 

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 14, 2017

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