



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 - CA32801900 1215 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Art of Acting Studio	Institution Telephone:	323-601-5310
Institution Code:	32801900	Administrator Name:	Johnny Yoder
Street Address:	1017 North Orange Drive Los Angeles, CA 90038	Date of Inspection:	December 15, 2015

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
CEC §94900.5(b) Required Institutional Records	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p> <p>The institution failed to maintain continuing education hours in the faculty files.</p> <p>To remedy this violation the school shall provide proof of continuing education hours for its faculty.</p>
CEC §94902 (a) General Enrollment Requirements	<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 failed to have the enrollment agreement signed by both the student and an authorized employee of the institution.</p> <p>To remedy this violation the institution shall provide a policy statement indicating how they will ensure the enrollment agreement is signed and dated by both the student and an authorized employee of the institution. Please provide copies of the signed and dated Enrollment Agreement for students enrolling for the next 30 days.</p>

Notice to Comply - CA32801900 1215

Inspector's Initial: *RS*

Administrator's Initial: *[Signature]*

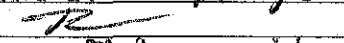
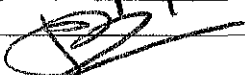
<p align="center">CEC §94902 (b)(1) General Enrollment Requirements</p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met: (1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p>The institution failed to provide the School Performance Fact Sheet to the students.</p> <p>To remedy this violation the institution shall provide a policy statement indicating how they will ensure students are provided with a copy of the School Performance Fact Sheet prior to the execution of the Enrollment Agreement. Please provide copies of the signed and dated School Performance Fact Sheets for students enrolling for the next 30 days.</p>
<p align="center">CEC §94911 (c) Minimum Requirements for Enrollment Agreements</p>	<p>(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 institution failed to enter the total charges for the current period of attendance and the estimated total charges for the entire educational program.</p> <p>To remedy this violation the institution shall provide a policy statement indicating how they will ensure the enrollment agreement is completed with the total charges for the current period of attendance and the estimated total charges for the entire educational program. Please provide copies of the signed and dated Enrollment Agreements for students enrolling for the next 30 days.</p>
<p align="center">CEC §94911 (i)(2) Minimum Requirements for Enrollment Agreements</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 institution failed to have the student initial the line following paragraph one (1).</p> <p>To remedy this violation the institution shall provide a policy statement indicating how they will ensure the student initials following paragraph one (1). Please provide copies of the signed and dated Enrollment Agreements for students enrolling for the next 30 days.</p>

Code of Regulations	Subsection, Description, and Required Correction
<p align="center">CCR §71800 (d) Enrollment Agreement</p>	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information: (d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Code.</p> <p>The institution failed to provide the date by which the student must exercise his or her right to cancel or withdraw.</p> <p>To remedy this violation the institution shall provide a policy statement indicating how they will ensure the date by which the student must exercise his or her right to cancel or withdrawal is indicated on the Enrollment Agreement. Please provide copies of the signed and dated Enrollment Agreements for students enrolling for the next 30 days.</p>

Only minor violations are listed on this Notice to Comply.

Additional material violations have been found? Y N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Richard Spenger
Inspector's Signature	
Institution Administrator Name/Title:	Johnny Yoder / C.O.O.
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>

Notice to Comply – CA32801900 1215

Inspector's Initial: *RS*

Administrator's Initial: *Y*

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 January 15, 2016

Notice to Comply – CA32801900 1215

Inspector's Initial: *LS*

Administrator's Initial: *JM*