



NOTICE TO COMPLY – CU-0101321-0423 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	National Holistic Institute	Institution Telephone:	(510) 547-6442
Institution Code:	0101321	Administrator Name:	Lupita Ruiz
Street Address:	5900 Doyle Street Emeryville, CA 94608	Date of Inspection:	April 12, 2023

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:

CATALOG MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency – Requested Submission
1	CEC §94909 (a)(3)(A)	<p>(a) Except as provided in subdivision (d), before 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:</p> <p>(3) The following statements: (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 website address), (telephone and fax numbers).”</p> <p>Although pages 83 of the school’s 2023 catalog contains the required statement, the statement references the Bureau’s old direct telephone number (916) 431-6959 and is missing the Bureau fax number.</p> <p>To remedy this violation, the school shall update the statement on page 83 of the school’s 2023 catalog with the Bureau’s current telephone number (916) 574-8900 or (888) 370-7589, and Bureau fax number (916) 263-1897. The updated catalog shall be submitted with the institution’s response to the NTC and the last page of this document by May 12, 2023.</p>

ENROLLMENT AGREEMENT MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency – Requested Submission
2	5, CCR §76215 (a)	(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:


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 Inspector’s Initial: *[Signature]*
 Administrator’s Initial: *[Signature]*

		<p>“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”</p> <p>Pages 3-4 of the school’s enrollment agreements contained outdated STRF disclosures.</p> <p>To remedy this violation, the school shall remove the old STRF disclosures and update pages 3-4 of the school’s enrollment agreement with the current STRF statement: “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program”. The updated enrollment agreements shall be submitted with the institution’s response to the NTC and the last page of this document by May 12, 2023.</p>
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STUDENT TUITION RECOVERY FUND (STRF) MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency – Requested Submission
3	5, CCR § 76140	(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

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Administrator’s Initial: 


		<p>Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> (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. <p>The school's 3rd and 4th Quarter 2022 STRF supporting documentation is missing record of the student's Local or mailing address, Address at the time of enrollment, Home address, Date enrollment agreement signed, course costs, Quarter in which the STRF assessment was remitted to the Bureau, Third-party payer identifying information, Total institutional charges charged, and Total institutional charges paid.</p> <p>To remedy this violation, the school shall update the 3rd and 4th Quarter 2022 STRF supporting documentation to include all the data points identified in 5, CCR § 76140(a): (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 updated 3rd and 4th Quarter 2022 STRF supporting documentation shall be submitted with the institution's response to the NTC and the last page of this document by May 12, 2023.</p>
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SELF-MONITORING PROCEDURES

Item No.	Education Code (CEC) or Regulation (5, CCR)	Deficiency - Requested Submission
4	5, CCR §71760	Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.

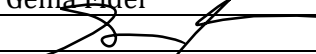
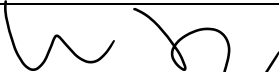
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Inspector's Initial: 

Administrator's Initial: 

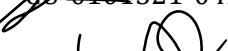
		<p>The school does not maintain self-monitoring procedures.</p> <p>To remedy this violation, the school shall develop and maintain adequate policy and procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. The school shall submit a the school's self-monitoring policy with the institution's response to the NTC and the last page of this document by May 12, 2023.</p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Gema Eider
Inspector's Signature	
Institution Administrator Name/Title:	Lupita Ruiz, Financial Aid Team 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 **May 12, 2023**

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Administrator's Initial: 