



NOTICE TO COMPLY – CU-29369850-0220 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	New School of Cooking	Institution Telephone:	310-842-9702
Institution Code:	29369850	Administrator Name:	Mary Pelentay
Street Address:	8690 Washington Blvd. Culver City, CA 90232	Date of Inspection:	2/25/2020

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
§94913 - Minimum Requirements for Website §74117- Website	<p>94913 (a)(1-5) (a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (1) The school catalog. (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau’s Internet Web site. (5) The institution’s most recent annual report submitted to the bureau. (b) An institution shall include information concerning where students may access the bureau’s Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p> <p>74117 In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>The institution’s website failed to include the required disclosures listed above.</p> <p>To remedy the violation, the institution shall include links on their homepage for their school catalog, School Performance Fact Sheets, annual report, student brochures, and a link to the bureau’s website. A copy of the link to the institution’s website and the last page of this document shall be submitted by the due date listed below.</p>

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Inspector’s Initial: *me*
 Administrator’s Initial: *mp*

<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<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 institution’s enrollment agreement failed to include a student signature on the same page as the program charges.</p> <p>To remedy the violation, the institution shall include a student signature line on the same page as the listed charges. A copy of the corrected enrollment agreement and the last page of this document shall be submitted by the due date listed below.</p>
<p>§71930 - Maintenance of Records.</p>	<p>(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state. (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 failed to make all records immediately available for inspection and copying during normal business hours. All records were being stored at the branch location in Pasadena.</p> <p>To remedy the violation, the institution shall provide their policy and procedure for ensuring all records are immediately available upon request at their main and branch campuses. A copy of the policy shall be submitted with the last page of this document by the due date listed below.</p>
<p>§94900 - Required Student Records. §71920 - Student Records.</p>	<p>§94900 (a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution. (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses.</p> <p>§71920</p>

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Inspector’s Initial:

MP

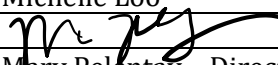
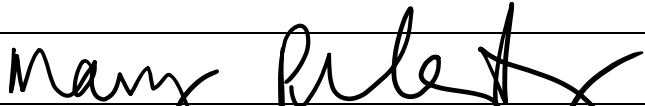
Administrator’s Initial:

MS



	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and</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;</p> <p>(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;</p> <p>(C) Credit for courses earned at other institution</p> <p>(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The institution failed to maintain transcripts in their student files and stated they did not have transcripts.</p> <p>To remedy the violation, the institution shall submit a draft copy of their transcript and their policy and procedure for insuring they are maintained in student files. A draft copy of the transcript, policy and procedure and the last page of this document shall be submitted by the date listed below.</p>
<p>§71920 - Student Records.</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>The institution's withdrawn student files failed to include 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>To remedy the violation, the institution shall submit a draft copy of their refund calculation document and a policy and procedure for ensuring all withdrawn student files include a refund calculation. A draft copy of the refund calculation and policy and procedure shall be submitted with the last page of this document by the date specified below.</p>

§71720 - Faculty.	<p>(b) Instructors in an Educational Program Not Leading to a Degree. (2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>The institution's faculty files failed to include documentation of continuing education and the institution did not have a policy for ensuring their instructors maintain their knowledge by completing continuing education.</p> <p>To remedy the violation, the institution shall provide their policy for ensuring their instructors maintain their knowledge by completing continuing education. The institution shall submit their written policy with the last page of this document by the due date listed below.</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:	Mary Pelentay - Director of Career & Student Services
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.

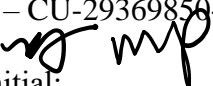
Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **MARCH 25, 2020**

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Administrator's Initial: