



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA-0103321-0913 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Sanville Institute	Institution Telephone:	510-848-8420
Institution Code:	0103321	Administrator Name:	Angeleen Campra
Street Address:	2198 Sixth St. Berkeley, CA 94710	Date of Inspection:	9/12/13

Nature and Facts of the Violation(s):

Code of Regulations	Subsection and Description
§71930. Maintenance of Records	<p>(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.</p> <p>Institution did not maintain a second set of all student academic and financial records at a different location or keep the original records in a manner secure from damage or loss.</p>

Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

Inspector's Name	Jan Joy
Inspector's Signature	<i>Jan Joy</i>
Institution Administrator Name/Title:	Angeleen Campra / Administrative Dean
Institution Administrator's Signature:	<i>Angeleen Campra</i>

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 - CA-0103321-0913

Inspector's Initial: *JJ*

Administrator's Initial: *AC*

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 **OCTOBER 12, 2013**

Notice to Comply – CA-0103321-0913

Inspector's Initial: *JS*

Administrator's Initial: *A*