



**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 - CA 12682629 0116 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Aberdeen College	Institution Telephone:	213-381-7765
Institution Code:	12682629	Administrator Name:	Vivian Kim
Street Address:	3807 Wilshire Blvd. #1220 Los Angeles, CA 90010	Date of Inspection:	1/5/2016

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
§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><b>The Institution failed to provide and keep in the file a School Performance Fact Sheet that was signed and dated by the student.</b></p> <p>The institution shall provide its policy or procedure for maintaining in each student's file, a copy of the School Performance Fact Sheet. Additionally, the institution must submit copies of Signed and Initialed School Performance Fact Sheets within the next 30 days following the date of this document.</p>

Code of Regulations	Subsection, Description, and Required Correction
§71920 - Student Records.	<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><b>The Institution failed to maintain a refund document in the student files.</b></p> <p>The institution shall provide its policy or procedure for maintaining in each student's file, a copy of a refund document. Additionally, the institution must submit copies of refund documents for dropped or withdrawn students within the next 30 days following the date of this document.</p>

**Only minor violations are listed on this Notice to Comply.**

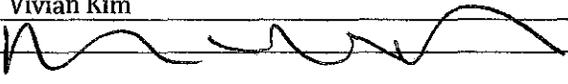
Notice to Comply - CA 12682629 0116 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: *MB*

Administrator's Initial:

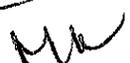
Additional material violations have been found? Y / N (Circle one)

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	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Vivian Kim
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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 12682629 0116 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial:   
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 2/6/2016

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

Notice to Comply – CA 12682629 0116 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: *[Handwritten mark]*

Administrator's Initial: *MW*