



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA-1900961-0314 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	ITT Technical Institute Sylmar	Institution Telephone:	818-364-5151
Institution Code:	1900961	Administrator Name:	Dana Martin
Street Address:	12669 Encinitas Ave. Sylmar, 91342	Date of Inspection:	March 19, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
Code of Regulations §71800 - Enrollment Agreement.	Subsection and Description 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. The enrollment agreement does not contain the date by which the student must exercise his or her right to cancel or withdraw.

Inspector's Name	<i>Diana Bronshteyn</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	<i>DANA K. MARTIN, Director</i>
Institution Administrator's Signature:	<i>[Signature]</i>

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppa_act.shtml

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: *DB*

Administrator's Initial: *DKM*

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 **APRIL 18, 2014**

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Inspector's Initial: *DB*

Administrator's Initial: *Lgn*