



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA-1902881-0114 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Columbia College, Hollywood	Institution Telephone:	818.343.2890
Institution Code:	1902881	Administrator Name:	[Redacted] Crowe, Richard
Street Address:	18618 Oxnard Street, Tarzana, California 91356	Date of Inspection:	January 30, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94906	<p>(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p> <p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>Institution's does not have a policy regarding recruitment leading to enrollment which is conducted in a language other than English. In addition, the Institution does not have enrollment agreements other than English.</p>
§94897	<p>(l) An institution shall not do any of the following: Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:</p> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>Institution's website states "approved by the bureau" without clearly and conspicuously stating that approval to operate means compliance with state standards as set forth in this chapter.</p>
§94909	<p>(a)(9) Prior to 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: The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p>

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Inspector's Initial: *IQB*
 Administrator's Initial: *M*

	Catalog failed to contain an estimated schedule of total charges for the entire educational program.
§94909	(a)(11) Prior to 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: A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Institution's catalog failed to contain the above bolded statement.
§94913	An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (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. Websites sections admin and tuition fees references BPPE but does not include information concerning where students may access the bureau's Internet Web site.
§94919	Institutions Participating In Federal Student Financial Aid Programs (b) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Institution failed to advise that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Code of Regulations	Subsection and Description
§71800	(e) 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: Itemization of all institutional charges and fees including, as applicable. Institution's enrollment agreement failed to contain itemization of charges and fees.
§71810(a) (b)(1)	(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented

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Inspector's Initial *DB*

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	<p>before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>Institution's catalog failed to contain specific beginning and ending dates defining the time period covered by the catalog. (i.e. MM/DD/YY)</p>
§76140	<p>(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 Fund. Such records shall include the following for each student:</p> <p>(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> <p>Institution failed to provide supporting documentation containing items (3-13).</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	<i>Diana B. ...</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	<i>Richard Crowe, Sr. Director</i>
Institution Administrator's Signature:	<i>[Signature]</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>

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Administrator's Initial: *[Signature]*

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.

Richard Crowe
Signature

2/28/2014
Date

Richard Crowe Sr. Director
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY MARCH 1, 2014

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