



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA 1905571 0212 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Toni & Guy Hairdressing Academy	Institution Telephone:	310-973-7774
Institution Code:	1905571	Administrator Name:	Ashley Berryhill
Street Address:	1358 5 th Street Santa Monica CA 90401	Date of Inspection:	2/12/2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
§71930 - Maintenance of Records.	(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. Institution failed to maintain a second set of all academic and financial records required by the act and this chapter and failed to maintain the original files in a manner secure from damage.

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	Michelle Loo
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Ashley Berryhill Director
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>

Notice to Comply - CA 1905571 0212

Inspector's Initial: *ML*

Administrator's Initial: *AB*

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 **3/12/14**

Notice to Comply – CA 1905571 0212

Inspector's Initial: *UM*

Administrator's Initial: