



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 - CU 1912521 0416 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Bethesda University	Institution Telephone:	714-517-1945
Institution Code:	1912521	Administrator Name:	Sin Ho Kim
Street Address:	730 N Euclid Street Anaheim, CA 90280	Date of Inspection:	4/21/16

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
§94897 - Prohibited Business Practices.	<p>(l) 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>The institution failed to include a complete statement on their website, student brochures and advertising.</p> <p>To remedy this violation, the institution shall revise their website, student brochures and advertising. Please see an example below: This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.</p>
§94906 - Language of Enrollment Agreement.	<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>The institution failed to provide a copy of their enrollment agreement and disclosures in Korean. The institution is advertising and recruiting in Korean.</p> <p>To remedy the violation, the institution shall provide the</p>

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	<p>enrollment agreement and disclosures in Korean.</p> <p>(a)(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The institution's catalog failed to contain a statement for the total charges for a period of attendance and total charges for entire program.</p> <p>To remedy the violation, the institution shall add the total charges for a period of attendance and total charges for entire program. In addition the institution needs to add STRF fees as \$0 (non-refundable)</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a)(15) The following statement: "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer."</p> <p>The institution's catalog failed to contain the required verbatim statement. THE NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.</p> <p>To remedy the violation, the institution shall correct the required verbatim language relative to THE NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.</p>
§94913 - Website	<p>(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.</p> <p>Institution website does not have a link to the most current annual report submitted to the Bureau.</p> <p>To remedy this violation, the institution shall update their website to include a link to the annual report.</p>
§94900 - Required Student Records.	<p>(b) An institution shall maintain, for each student granted a degree</p>

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	<p>or certificate by that institution, permanent records of all of the following:</p> <ol style="list-style-type: none"> (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. <p>Graduate student files failed contain complete documentation as required.</p> <p>To remedy the violation, the institution shall provide records for three graduate students.</p>
§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>The institution's student files failed to contain signed copies of School Performance Fact Sheets.</p> <p>To remedy the violation, the institution shall provide copies of signed School Performance Fact Sheets for 3 students who enroll in the next 30 days or 3 current students.</p>

Code of Regulations	Subsection, Description, and Required Correction
§76140 - Record-Keeping Requirements.	<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> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (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>The institution failed to provide a document that included all of the required data for the Student Tuition Recovery Fund.</p>

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	<p>To remedy the violation, the institution shall provide a document including all of the required STRF data for first quarter 2016.</p>
§76140 - Collection and Submission of Assessments	<p>(b) A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:</p> <p>(1) April 30 for the first quarter, (2) July 31 for the second quarter, (3) October 31 for the third quarter, and (4) January 31 for the fourth quarter. If the due date falls on a Saturday, Sunday or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau. If the due date falls on a Saturday, Sunday, or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau.</p> <p>The institution failed to submit STRF assessment reporting forms for 1st-4th quarter 2015.</p> <p>To remedy the violation, the institution shall provide the STRF assessment reporting forms for 1st-4th quarter 2015.</p>
§71750 - Withdrawals and Refunds..	<p>(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p>The institution failed to maintain a cancellation and withdrawal log, kept current on a monthly basis.</p> <p>To remedy the violation, the institution shall submit a cancellation and withdrawal log, which shall include the name addresses, telephone numbers and dates of cancellation for the past 6 months.</p>
§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>(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid</p> <p>The institution's student files failed to contain all documents signed by the student relating to instruments of indebtedness, and documents relating to financial aid.</p> <p>To remedy the violation, the institution shall provide the Bureau with a copy of any financial documents signed by three students enrolled in the next 30 days.</p>
§71920 - Student Records.	<p>(b)(6) For independent study courses, course outlines or learning</p>

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	<p>contracts signed by the faculty and administrators who approved the course.</p> <p>The institution's independent study contract failed to include requirements for completing the independent study courses.</p> <p>To remedy the violation, the institution shall provide copies of requirements to award credits for their independent study courses.</p>
§71920 - Student Records.	<p>(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency.</p> <p>Student files failed to contain documentation relating to student financial aid.</p> <p>To remedy the violation, the institution shall provide financial aid documentation for three current student files.</p>
§71920 - Student Records.	<p>(b) (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.</p> <p>The student files failed to contain a document showing the total amount of money received from or on behalf of the student.</p> <p>To remedy the violation, the institution shall provide the documentation for three current student files, showing the total money received from the student or on behalf of the student.</p>
§71920 - Student Records.	<p>(b)(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>The institution failed to maintain a document specifying the amount of a refund for tuition and other itemized charges and the method of calculating the refund.</p> <p>To remedy the violation, the institution shall provide a draft refund calculation sheet and a completed form for 3 withdrawn students.</p>
§71920 - Student Records.	<p>(b)(5) (E) The name, address, website address, and telephone number of the institution.</p> <p>The institution's transcripts failed to contain the institutions website address.</p> <p>To remedy the violation, the institution shall provide a copy of their official transcript with a website address.</p>

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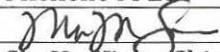
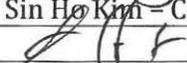
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Only minor violations are listed on the Notice to Comply.

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	Michelle M Loo
Inspector's Signature	
Institution Administrator Name/Title:	Sin Ho Kim - Chief Academic Officer - Dean of Theology
Institution Administrator's Signature:	

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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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 May 21, 2016

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Administrator's Initial: *L*