



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
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NOTICE TO COMPLY - CU-1914821-1114 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Chinese for Christ Calvin Chao Theological Seminary	Institution Telephone:	626-289-8199
Institution Code:	1914821	Administrator Name:	Dr. Sophie Wong
Street Address:	2021-2017 W Garvey Ave, Alhambra, CA 91803	Date of Inspection:	11/19/14

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94897 - Prohibited Business Practices.	(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," The institutions website states "approved" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter.
§94897 - Prohibited Business Practices.	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: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau. The institutions website contains the BPPE logo.
§94911 - Minimum Requirements for Enrollment Agreement.	An enrollment agreement shall include, at a minimum, all of the following: (c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment. The institution did not include the actual total charges for the current period of attendance, the actual estimated total charges for the entire educational program, and the actual total charges the student is obligated to pay upon enrollment on a majority of the enrollment agreements sampled and reviewed.

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Inspector's Initial: *JG*

Administrator's Initial: *SW*

§94911 - Minimum Requirements for Enrollment Agreement.	An enrollment agreement shall include, at a minimum, all of the following: (d) A clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution. The enrollment agreement is lacking this required statement.
§94911 - Minimum Requirements for Enrollment Agreement.	An enrollment agreement shall include, at a minimum, all of the following: (e) (2) The disclosure shall contain the institution's refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The enrollment agreement does not include a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
§94911 - Minimum Requirements for Enrollment Agreement.	(h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909. The transferability disclosure on the enrollment agreement is not verbatim.
94913. Required Web Site Information	(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. The institutions website does not contain a link to the institution's most recent annual report submitted to the bureau.

Code of Regulations	Subsection and Description
§71720 - Faculty.	(a) An Educational Program Leading to a Degree. (1) An institution offering an educational program that leads to a degree shall employ duly qualified faculty sufficient in number to provide the instruction, student advisement, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives, and for students to achieve the specific learning objectives of each course offered; (2) Each institution shall develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials; The institution failed to implement participation by duly

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Inspector's Initial: *DS*

Administrator's Initial: *SW*

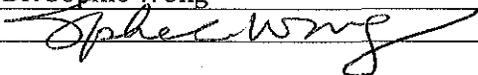
	<p>qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials.</p>
<p>§71770 - Admissions Standards and Transferred Credits Policy.</p>	<p>(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:</p> <p>(2) Each student admitted into a post-baccalaureate degree program shall possess a bachelor's degree or its equivalent. If a graduate program leads to a profession or an occupation requiring state licensure and the licensing agency does not require that a member of the profession or occupation possess a Bachelor's degree or its equivalent, this subdivision does not apply.</p> <p>Although the catalog states a bachelor's degree is required for admission, 50% of the current and graduated student files sampled and reviewed did not contain verification that the student admitted possesses a bachelor's degree or its equivalent.</p>
<p>§71800 - Enrollment Agreement.</p>	<p>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:</p> <p>(a) The name and address of the institution and the addresses where instruction will be provided.</p> <p>The addresses where instruction will be provided is not specified on the enrollment agreement.</p>
<p>§71920 - Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>50% of the current and graduated student files sampled and reviewed did not contain verification that the student admitted possesses a bachelor's degree or its equivalent.</p>

Inspector's Name	<i>Diana [Signature]</i>
Inspector's Signature	<i>[Signature]</i>

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Inspector's Initial: *DB*

Administrator's Initial: *sw*

Institution Administrator Name/Title:	Dr. Sophie Wong
Institution Administrator's Signature:	

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Inspector's Initial: 

Administrator's Initial: 

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>

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 **DECEMBER 19, 2014**

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Inspector's Initial: *JD*

Administrator's Initial: *SN*