



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 - CA-1924301-0114 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	American University of Health Sciences	Institution Telephone:	(562)988-2278
Institution Code:	1924301	Administrator Name:	Dr. Joyce Newman Giger
Street Address:	1600 East Hill Street, Building 1, Signal Hill, California 90755	Date of Inspection:	January 8, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94902 - General Enrollment Requirements.	(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. The institution failed to ensure enrollment agreements are signed by authorized employee of the institution. (b) An enrollment agreement is not enforceable unless all of the following requirements are met: (1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement. The institution failed to ensure student received the School Performance Fact Sheet prior to signing the enrollment agreement.
§94909 - Minimum Requirements for School Catalog.	(a) 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: (8) A detailed description of institutional policies in the following areas: (B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution failed to include in the school catalog an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
§94911 - Minimum Requirements for Enrollment Agreement.	An enrollment agreement shall include, at a minimum, all of the following: (c) <u>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.</u>

Notice to Comply -- CA-1924301-0114
 Inspector's Initial: *DS/Jan*
 Administrator's Initial:

	The institution failed to include on the enrollment agreement 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.
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Code of Regulations	Subsection and Description
§71800 - Enrollment Agreement.	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: (b) Period covered by the enrollment agreement. The institution failed to include on the enrollment agreement the period covered by the enrollment agreement.

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>Dave Sandtuy</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	<i>Joyce Newman Greer, President</i>
Institution Administrator's Signature:	<i>Joyce Newman Greer</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-1924301-0114

Inspector's Initial: *DS*

Administrator's Initial: *JNG*

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 February 7, 2014

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Inspector's Initial: *DD*

Administrator's Initial: *JM*