



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-1924741-0116 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	California American University	Institution Telephone:	(626)282-1096
Institution Code:	1924741	Administrator Name:	Roy Virgen & John Charity
Street Address:	1000 S. Fremont Ave, Unit 29, Bldg A10, 4 th FL, Alhambra, 91803	Date of Inspection:	January 20, 2016

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>An institution shall not do any of the following: (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.</p> <p>The institution's website www.calamuniv.edu states "approved" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter.</p> <p><i>The institution shall include the disclosure on its website.</i></p>
§94902 - General Enrollment Requirements.	<p>(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.</p> <p>All enrollment agreements in the sampled student files did not contain a signature by an authorized employee of the institution.</p> <p><i>The institution shall submit to the bureau a policy to ensure enrollment agreements are to be signed by an authorized employee of the institution.</i></p>
§94902 - General Enrollment Requirements.	<p>(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.</p> <p>All sampled student files did not contain a School Performance Fact Sheet demonstrating students received this document prior to signing the enrollment agreement.</p>

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Inspector's Initial: *JB*

Administrator's Initial: *RJ*

	<i>The institution shall submit to the bureau a policy to ensure students will received a School Performance Fact Sheet prior to signing the enrollment agreement</i>
§94902 - General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p>All sampled student files did not contain a School Performance Fact Sheet, therefore impossible to verify that students were disclosed information (a) to (d), inclusive, of Section 94910.</p> <p><i>The institution shall submit to the bureau a policy to ensure students will receive a School Performance Fact Sheet prior to signing the enrollment agreement and required information is disclosed.</i></p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(a) The name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program.</p> <p>Most enrollment agreements in the sampled student files did not contain the name of the educational program.</p> <p><i>The institution shall submit to the bureau a policy to ensure enrollment agreements are to be properly completed and will include the name of the educational program.</i></p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as nonrefundable charges.</p> <p>Most enrollment agreements in the sampled student files did not contain a schedule of total charges. The section was left blank.</p> <p><i>The institution shall submit to the bureau a policy to ensure enrollment agreements are to be properly completed and will include a schedule of total charges.</i></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>

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Inspector's Initial: 

Administrator's Initial: 

	<p>All sampled student files did not contain a School Performance Fact Sheet, therefore impossible to verify that students were disclosed information (a) to (d), inclusive, of Section 94910.</p> <p><i>The institution shall submit to the bureau a policy to ensure students will receive a School Performance Fact Sheet prior to signing the enrollment agreement and required information is disclosed.</i></p>
§94913. Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>The Associate of Business Administration program SPFS is not available on the institution's website.</p> <p><i>The institution shall provide the Associate of Business Administration School Performance Fact Sheet on its website.</i></p>

Code of Regulations	Subsection, Description, and Required Correction
§71800 - Enrollment Agreement.	<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: (b) Period covered by the enrollment agreement.</p> <p>All enrollment agreements in the sampled student files did not contain the period covered by the enrollment agreement. The section was left blank.</p> <p><i>The institution shall submit to the bureau a policy to ensure enrollment agreements are to be properly completed and will include the period covered by the enrollment agreement.</i></p>
§71800 - Enrollment Agreement.	<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: (c) Program start date and scheduled completion date.</p> <p>Most enrollment agreements in the sampled student files did not contain program start date and scheduled completion date.</p> <p><i>The institution shall submit to the bureau a policy to ensure enrollment agreements are to be properly completed and will include the program start date and scheduled completion date.</i></p>
§71800 - Enrollment Agreement.	<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: (e) Itemization of all institutional charges and fees</p> <p>Most enrollment agreements in the sampled student files did not contain itemization of all institutional charges and fees. The section was left blank.</p>

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Inspector's Initial: *DB*

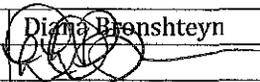
Administrator's Initial: *RLG*

	<p><i>The institution shall submit to the bureau a policy to ensure enrollment agreements are to be properly completed and will include itemization of all institutional charges and fees.</i></p>
§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> <p>(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> <p>The institution was unable to demonstrate that they collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form.</p> <p><i>The institution shall submit documentation that substantiates the data reported on the STRF Assessment Reporting. The documentation shall include items 1 -13 above.</i></p>
§76140 - Record-Keeping Requirements.	<p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau</p> <p>The institution was not able to demonstrate that they maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request.</p> <p><i>The institution shall submit documentation to demonstrate that they maintain the data required under this section in an electronic format. The institution shall make the records immediately available to a Bureau.</i></p>

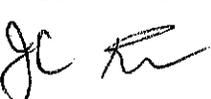
Only minor violations are listed on this Notice to Comply.

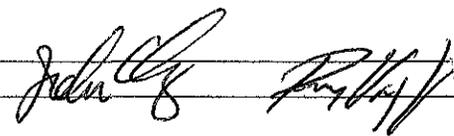
Additional material violations have been found? Y N (Circle one)

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	Diana Branshteyn
Inspector's Signature	
Institution Administrator Name/Title:	John Charity / Roy Virgen

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Inspector's Initial: 
 Administrator's Initial: 

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>

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

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Inspector's Initial: 
Administrator's Initial: 

California Education Code §94933 and California Code of Regulations § 5010 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 20, 2016

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Inspector's Initial: *DB*

Administrator's Initial: *JC*