STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818
(888) 370-7589 / www.bppe.ca.gov

NOTICE TO COMPLY – 000234 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: English As A Second Lang Academy	Institution Telephone: (626) 810-2003
Inst. Code: 1925401 E. Colima Road Ste 201	Administrator Name: mr. Yong kim
Street Address: 19119 E. Colima Road Ste 201	Administrator Signature:
Inspector: Gary Catalano (Signature)	Gary J. Catalano (Printed Name) 6/5/12 (Date)

VIOLATION(S)

✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	**Continuance of Former Approvals.** Subsection(s):		§71705	**Mission and Objectives.**
	§94897	**Prohibited Business Practices.** Subsection(s):		§71710	**Educational Program.** Subsection(s):
	§94898	**Merging Classes, Converting Method of Delivery, Changing Locations.** Subsection(s):		§71715	**Instruction.** Subsection(s):
	§94899	**Approval Required for Programs Leading to Licensed Profession.**		§71716	**Distance Educational Programs – Specific Provisions for Instruction Not in Real Time.** Subsection(s):
	§94899.5	**Collection of Tuition.** Subsection(s):		§71717	**Satellite Locations.** Subsection(s):
	§94900	**Required Student Records.** Subsection(s):		§71720	**Faculty.** Subsection(s):
	§94900.5	**Required Institutional Records.** Subsection(s):		§71730	**Administration.** Subsection(s):
	§94901	**Requirements for Recruiters.** Subsection(s):		§71735	**Facilities and Equipment.** Subsection(s):
✓	§94902	**General Enrollment Requirements.** Subsection(s): (a)		§71740	**Library and Other Learning Resources.** Subsection(s):
	§94903	**Waiving Provisions Prohibited.**		§71750	**Withdrawals and Refunds.** Subsection(s):
	§94904	**Ability to Benefit Students.**		§71760	**Self-Monitoring Procedures.**
	§94905	**Professions Requiring Licensure, Internships.** Subsection(s):		§71770	**Admissions Standards and Transferred Credits Policy.** Subsection(s):
	§94906	**Language of Enrollment Agreement.** Subsection(s):		§71800	**Enrollment Agreement.** Subsection(s):
	§94907	**Mandatory Internal Dispute Resolution Prohibited.**		§71810	**Catalog.** Subsection(s):
	§94908	**Size of Text in Required Documents.**		§71850	**Minimum Educational Requirements in Order to Award an Undergraduate Degree.** Subsection(s):
	§94909	**Minimum Requirements for School Catalog.** Subsection(s):		§71865	**Minimum Educational Requirements in Order to Award a Graduate Degree.** Subsection(s):
	§94910	**Minimum Requirements for School Performance Fact Sheet.** Subsection(s):	✓	§71920	**Student Records.** Subsection(s): (b)(1) (b)(12)
	§94911	**Minimum Requirements for enrollment Agreement.** Subsection(s):		§71930	**Maintenance of Records.** Subsection(s):
	§94912	**Signature, Initials Required.**		§74112	**Uniform Data - Annual Report, Perform. Fact Sheet.** Subsection(s):
	§94916	**Statement On Loans To Students.**		§74140	**Retention of Advertising.**
	§94918	**Compliance with Federal Statutes.**		§74150	**Use of Term "University."** Subsection(s):
	§94919	**Institutions Participating in Federal Student Financial Aid Programs.** Subsection(s):		§74190	**Agents for Service of Process; Changes.**
	§94920	**Mandatory Cancellation, Withdrawal, and Refund Policies.** Subsection(s):	✓	§76140	**Record-Keeping Requirements.** Subsection(s): (a)(1-13)
	§94922	**Waiving Provisions Prohibited.**		§76215	**Student Tuition Recovery Fund Disclosures.** Subsection(s):
	§94929	**Reporting of Completion Rate.** Subsection(s):	✓	*Other Violation*	*Description*
	§94929.5	**Reporting of Student Performance Data.** Subsection(s):	✓	76130	(b) STRF Collection + Submission
	§94929.7	**Documentation of Performance Data.** Subsection(s):			
	§94943.5	**Agent for Service of Process.**			

(White) Bureau (Yellow) Inspector (Pink) Institution

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NOTICE TO COMPLY – 000234

INSTITUTION NAME: English As A Second Language Academy

INSPECTOR'S COMMENTS:

The Follow were issued for Notice to Comply:

- 94902 (a) General Enrollment Requirements
- 71920 (b)(1), (b)(12) Student Records
- 76140 (a)(1-13) Record keeping Requirements
- 76130 (b) STRF Collection + Submission

☒ Comments continued on attached 1 page(s).

Inspection Date: 6/5/12 *Inspector's Printed Name:* Gary J. Catalano *Inspector Initialed:* GJC

Institution Administrator Printed Name: Mr. Yong Kim *Administrator Initialed:* _____

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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations 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(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

_____ _____
Signature *Date*

_____
Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY _____.

(White) Bureau (Yellow) Inspector (Pink) Institution

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ATTACHMENT TO NTC - 000234

Institution Name:	Institution #
EASLA	1925401

Comments:

Notice To Comply:

94902 (a) General Enrollment Requirements – "A student shall enroll solely by means of executing an enrollment agreement. The agreement shall be signed by the student + authorized employee of the institution." Please add this to student files and document.

71920 (b)(1) "Written records + transcripts of formal education, training or experience shall be included in the student files", Please add a copy of the student's transcript / diploma or high school graduation equivalency to the student file

(b)(12) "Complaints received from student" Please add a student grievance form to each student file

76140 (a) (1-13) "A qualifying institution shall collect + maintain records of student data to include: (1) student ID, (2) first + last name, (3) Email address, (4) Local address, (5) Address at time of enrollment (6) Home address, (7) Date EA signed, (8) Courses and costs, (9) Amt of STRF collected, (10) Qtr STRF remitted to Bureau (11) Third party payer information, (12) Total charges, (13) Total charges paid" Please submit this information

76130 (b) "A qualifying institution shall collect assessments (STRF) and send the completed form with remittance to the Bureau for qtrs: (1) First, (2) Second, (3) Third + (4) Fourth by no later than the last day of the months following the close of the quarter." Please send in this information

Institution Administrator:	Date:	Inspector:
	6/5/12	

(White) Bureau (Yellow) Inspector (Pink) Institution