



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CU-1927791-0315 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Preferred College of Nursing	Institution Telephone:	(818) 902-3790
Institution Code:	1927791	Administrator Name:	Bernardita Sanchez
Street Address:	6551 Van Nuys Boulevard , Suite 200, Van Nuys 91401	Date of Inspection:	March 25, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
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:</p> <p>(1) The school catalog. (2) A School Performance Fact Sheet for each educational program offered by the institution. (5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website pcn.edu does not provide the school catalog, a School Performance Fact Sheet for each educational program offered by the institution or the institution's most recent annual report submitted to the bureau.</p>
Code of Regulations	Subsection and Description
§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:</p> <p>(d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Code.</p> <p>The sampled student files did not include on their enrollment agreements a date by which the student must exercise his or her right to cancel or withdraw.</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>(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>Withdrawn/dropped student files were lacking a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized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</p>

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Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

	refund was made, and the name and address of the person or entity to which the refund was sent.
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Inspector's Name	<i>Diana Sanchez</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Bernardita Sanchez / School Director
Institution Administrator's Signature:	<i>[Signature]</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>

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

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Inspector's Initial: *DS*
Administrator's Initial: *[Signature]*

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 **APRIL 25, 2015**

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Inspector's Initial: *DB*

Administrator's Initial: *[Signature]*