



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CU 1943041 1115 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Le Cordon Bleu College of Culinary Arts	Institution Telephone:	626-229-1300
Institution Code:	1940391	Administrator Name:	Lachlan Sands
Street Address:	521 East Green Street Pasadena CA 91101	Date of Inspection:	November 19, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
94911 - Minimum Requirements for the Enrollment Agreement	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained 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.</p> <p>The cancellation policy in the Enrollment Agreement is not consistent. The agreement states an applicant requesting cancellation more than three days after signing the enrollment agreement, which is not consistent with the seven day requirement.</p> <p>To remedy this violation the institution must revise the policy to ensure consistency and ensure it meets the required seven days and update the Enrollment Agreement accordingly.</p>
§94909 – Minimum Requirements for the Catalog.	<p>(a) Except as provided in subdivision (d), 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:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(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 text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain</p>

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Administrator's Initial: *LS*

	<p>a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>The cancellation policy in the Catalog is not consistent. The Catalog states an applicant requesting cancellation more than three days after signing the enrollment agreement, which is not consistent with the seven day requirement.</p> <p>To remedy this violation the institution must revise the policy to ensure consistency and ensure it meets the required seven days and update the Catalog accordingly.</p>
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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>(c) Program start date and scheduled completion date.</p> <p>The institution’s Enrollment Agreement does not include the program start date and scheduled completion date.</p> <p>To remedy this violation the institution must update the Enrollment Agreement to include the dates required.</p>
§71810 – Catalog.	<p>(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p>The institution’s Catalog does not include a statement indicating how often it is updated and how the updates are made.</p> <p>To remedy this violation the institution must include a statement in the Catalog/Addendum indicating how often updates are made and how changes are published.</p>
§71810 – Catalog.	(b) The catalog shall contain the information prescribed by Section

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 Inspector’s Initial: *[Signature]*
 Administrator’s Initial: *[Signature]*

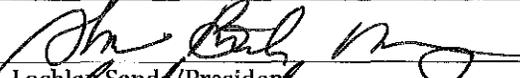
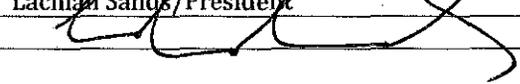
	<p>94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>The institution's Catalog does not include the specific beginning and end dates.</p> <p>To remedy this violation the institution must update the Catalog to include the specific beginning and end dates such as 1/1/15 to 12/31/15.</p>
<p>§71810 – Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;</p> <p>The institution's Catalog does not include their policy for awarding experiential learning or a statement indicating they do not accept prior experiential learning.</p> <p>To remedy this violation the institution must update the Catalog to include their policy related to experiential learning.</p>
<p>§76140 – Record-Keeping Requirements.</p>	<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> <ul style="list-style-type: none"> (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, (13) Total institutional charges paid. <p>(b) The qualifying institution shall maintain the data required</p>

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	<p>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 representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The institution failed to provide all the required data points to substantiate the STRF reporting.</p> <p>To remedy this violation the institution must provide the required data points and ensure it is available in electronic form.</p>
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Only minor violations are listed on the Notice to Comply.

If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Shari Morales
Inspector's Signature	
Institution Administrator Name/Title:	Lachlan Sands / President
Institution Administrator's Signature:	

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 Administrator's Initial: *LS*

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, 2015**

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Administrator's Initial: *th*