



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY** – CA 1943081 0316 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Dessin Design College	Institution Telephone:	213-429-9911
Institution Code:	1943081	Administrator Name:	Gregory Sung Paek
Street Address:	500 Shatto Place #400 Los Angeles, CA 90020	Date of Inspection:	3/10/16

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
§94902 - General Enrollment Requirements.	<p>(a)(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><b>Student files failed to contain compliant School Performance Fact Sheets. Two student files contained blank School Performance Fact Sheet and the rest of the student files contained data for 2014 only.</b></p> <p><b>To remedy the violation the institution needs to provide copies of signed School Performance Fact Sheets for the next 3 students enrolled within 30 days.</b></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> <p><b>Student files failed to contain compliant School Performance Fact Sheets. Two student files contained blank School Performance Fact Sheet and the rest of the student files contained data for 2014 only.</b></p> <p><b>To remedy the violation the institution needs to provide copies of signed School Performance Fact Sheets for the next 3 students enrolled within 30 days.</b></p>

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Inspector's Initial: *MP*

Administrator's Initial: *GP*

Code of Regulations	Subsection, Description, and Required Correction
§71770 - Admissions Standards and Transferred Credits Policy.	<p>(a)(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p><b>Student files failed to contain copies of student's high school diplomas or its equivalent. The student files contained self-attestations of High School completion.</b></p> <p><b>To remedy the violation the institution needs to provide copies of high school diplomas for 3 students enrolled in the next 30 days.</b></p>
§71770 - Admissions Standards and Transferred Credits Policy.	<p>(a)(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p><b>Student files failed to contain copies of student's high school diplomas or its equivalent. The student files contained self-attestations of High School completion.</b></p> <p><b>To remedy the violation the institution needs to provide copies of high school diplomas for 3 students enrolled in the next 30 days.</b></p>
§71720 - Faculty.	<p>(a)(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p><b>Faculty files failed to contain documentation of continuing education.</b></p> <p><b>To remedy the violation the institution needs to provide documentation of continuing education for their two instructors.</b></p>
§71920 - Student Records.	<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><b>The institutions withdrawn student files failed to contain a completed refund calculation sheet. The institution has a refund calculation sheet but did not utilize in the student files.</b></p> <p><b>To remedy the violation the institution needs to provide the refund worksheet for the 5 files reviewed at the on-site inspection. In addition the institution needs to provide their policy on how they will maintain these documents in the future.</b></p>

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Inspector's Initial: *CB*

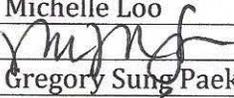
Administrator's Initial: *Pa*

<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"> <li>(4) Local or mailing address</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid</li> </ul> <p><b>The institution's STRF substantiation form failed to contain, local or mailing address, quarter in which STRF assessment was remitted to the Bureau, total institutional charges charged and total institutional charges paid.</b></p> <p><b>To remedy the violation the institution needs to submit their STRF substantiation form for the last two reporting quarters, including the missing data noted above.</b></p>
	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p><b>The institutions School Performance Fact Sheet back up data failed to include the date that the information was gathered.</b></p> <p><b>To remedy the violation the institution needs to provide a draft copy of their revised back up sheet and their policy for maintaining this documentation going forward.</b></p>

**Only minor violations are listed on the 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	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Gregory Sung Paek - CEO
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml)

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial:   
Administrator's Initial: 

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 **April 11, 2016**

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Inspector's Initial: *MS*

Administrator's Initial: *go*