



**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 23621227 0216 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	America Evangelical University	Institution Telephone:	323-643-0301
Institution Code:	23621227	Administrator Name:	Mark Yoon
Street Address:	1818 Western Avenue #409 Los Angeles, California 90006	Date of Inspection:	2/25/16

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>(b) An enrollment agreement is not enforceable unless all of the following requirements are met: (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>The institutions student files failed to contain signed copies of their School Performance Fact sheet.</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>The institutions student files failed to contain signed copies of their School Performance Fact sheet.</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>
§94911 - Minimum Requirements for Enrollment Agreement.	<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><b>The institutions completed enrollment agreements failed to list all charges on each enrollment agreement. Enrollment</b></p>

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Inspector's Initial: *MB*

Administrator's Initial: *Yoon*

	<p>agreements were left blank in the fields for recording costs.</p> <p><b>To remedy the violation the institution needs to provide properly completed enrollment agreements for 3 students enrolled within the next 30 days.</b></p>
§94920 - Mandatory Cancellation, Withdrawal, and Refund Policies.	<p>(b) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p><b>The institutions files failed to contain documentation stating whether withdrawn students received a refund.</b></p> <p><b>To remedy the violation the institution needs to submit a draft refund calculation sheet. They also need to provide refund calculations for any students who withdraw within the next 30 days.</b></p>

<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
§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>Some of the student files failed to contain high school diplomas or its equivalent.</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) (2) Each student admitted into a post-baccalaureate degree program shall possess a bachelor's degree or its equivalent. If a graduate program leads to a profession or an occupation requiring state licensure and the licensing agency does not require that a member of the profession or occupation possess a Bachelor's degree or its equivalent, this subdivision does not apply.</p> <p><b>Some of the Master's Degree student files failed to contain copies of their Bachelor degree.</b></p> <p><b>To remedy the violation the institution needs to provide copies of bachelor's degrees for 3 Master's Degree students they enroll in the next 30 days.</b></p>
§71920 - Student Records.	<p>(b)(1)(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;</p> <p><b>Some of the student files failed to contain high school diplomas or its equivalent.</b></p>

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Inspector's Initial: *MB*

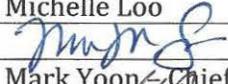
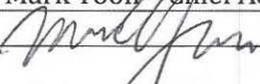
Administrator's Initial: *JFW*

	<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>
§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 files failed to contain documentation stating whether withdrawn students received a refund.</b></p> <p><b>To remedy the violation the institution needs to submit a draft refund calculation sheet. They also need to provide refund calculations for any students who withdraw within the next 30 days</b></p>
§71750 - Withdrawals and Refunds.	<p>(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.</p> <p>(e) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day</p> <p><b>The institutions files failed to contain documentation stating whether withdrawn students received a refund.</b></p> <p><b>To remedy the violation the institution needs to submit a draft refund calculation sheet. They also need to provide refund calculations for any students who withdraw within the next 30 days</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:	Mark Yoon - Chief Academic Officer
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 **MARCH 26, 2016**

Notice to Comply – CA 23621227 0216

Inspector's Initial: *ms*

Administrator's Initial: *Jfm*