



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 - CU 3004561 0416 (Ed. Code § 94935, 5 CCR § 75010)

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|-------------------|--|------------------------|----------------|
| Institution Name: | South Baylo University | Institution Telephone: | 714-533-1495 |
| Institution Code: | 3004561 | Administrator Name: | |
| Street Address: | 1126 N Brookhurst St, Anaheim, CA 92801 | Date of Inspection: | April 19, 2016 |

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:

CATALOG MINIMUM REQUIREMENTS

| Referenced Law | Deficiency - Requested Submission |
|------------------|--|
| CEC §94909(a)(6) | <p>Minimum Requirements for School Catalog (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: (6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.</p> <p>The Institution catalog failed to contain licensure requirements for the Acupressure -Tuina Massage Program.</p> <p>To remedy this violation, the institution shall update and submit the catalog with licensure requirements for the Acupressure -Tuina Massage Program.</p> |

MAINTENANCE AND PRODUCTION OF RECORDS

| Referenced Law | Deficiency - Requested Submission |
|-------------------|--|
| CCR §71920(b)(10) | <p>Student Records (b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (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>The student files failed to contain documentation of 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> |

Notice to Comply - CU 3004561 0416

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Administrator's Initial: *SS*

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| | <p>To remedy this violation, the institution shall provide documentation of 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, to the Bureau, for refunds issued to students for the next 25 days from the receipt of this Notice to Comply.</p> |
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STUDENT TUITION RECOVERY FUND

| Referenced Law | Deficiency - Requested Submission |
|-------------------------|---|
| CCR §76140(a)(b) | <p>Record-Keeping Requirements (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: (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. (b) The qualifying institution shall maintain the data required 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 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 in electronic format: (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p>To remedy this violation, the institution shall provide the above student information in electronic format.</p> |

WEBSITE MINIMUM REQUIREMENTS

| Referenced Law | Deficiency - Requested Submission |
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| CEC §94913(a)(1) | <p>Institutional Web Site Requirements (a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> |

Notice to Comply – CU 3004561 0416

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| | <p>(1) The school catalog.</p> <p>The institution's failed to include a current catalog on the web site.</p> <p>To remedy this violation, the institution shall update website to include current catalog.</p> |
| CEC §94913 (a)(2) | <p>Institutional Web Site Requirements</p> <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution</p> <p>The institution website failed to include a School Performance Fact Sheet for each educational program.</p> <p>To remedy this violation, the institution shall update website to include current School Performance Fact Sheet for each approved program .</p> |

Only minor violations are listed on this 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.

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| Inspector's Name | Michele Alleger |
| Inspector's Signature | |
| Institution Administrator Name/Title: | Jason Shin, President |
| Institution Administrator's Signature: |  |

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>

Notice to Comply – CU 3004561 0416

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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 May 19, 2016

Notice to Comply – CU 3004561 0416

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Administrator's Initial: *SS*