



**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 – CU 3005601 0116 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Interior Designers Institute	Institution Telephone:	949-675-4451
Institution Code:	3005601	Administrator Name:	Judy Deaton
Street Address:	1061 Camelback Rd. Newport Beach, CA 92660	Date of Inspection:	1/28/2016

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:

Education Code	Subsection , Description, and Required Correction
§94909 - Minimum Requirements for School Catalog.	<p>(a) 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(3) The following statements: (B) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p> <p><b>The school's catalog failed to include the required statement verbatim.</b></p> <p><b>To remedy the violation the institution must revise their current statement in their catalog to be verbatim as required by the Education Act.</b></p>
§94909 - Minimum Requirements for School Catalog.	<p>(a)(15) The following statement:                  "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION                  The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.</p>

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 Administrator's Initial: *JP*

	<p><b>The institutions catalog failed to contain the required verbatim statement.</b></p> <p><b>To remedy the violation the institution needs to add the required verbatim statement to their school catalog.</b></p>
§94909 - Minimum Requirements for School Catalog.	<p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p><b>The school's catalog failed to include a statement for total charges for a period of attendance and total charges for the entire educational program. The school also failed to list Student Tuition Recovery Fund fees.</b></p> <p><b>To remedy the violation the school needs to add two statements indicating the total charges for a period of attendance and total charges for the entire program. The school also needs to add a statement including STRF fees as \$0.</b></p>
§94909 - Minimum Requirements for School Catalog.	<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 a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p><b>The school's catalog failed to include a complete cancellation, withdrawal and refund policy.</b></p> <p><b>To remedy the violation the institution needs to add "or the seventh day after enrollment, whichever is later" to their policy.</b></p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>(c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p> <p><b>The school's enrollment agreement failed to include; the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</b></p> <p><b>To remedy the violation the school needs to add the required language as noted above to their enrollment agreement.</b></p>
§94911 - Minimum Requirements for Enrollment Agreement.	<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</p>

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	<p>session, or the seventh day after enrollment, whichever is later.</p> <p><b>The school's enrollment agreement failed to include parts of the cancelation agreement.</b></p> <p><b>To remedy the violation the school needs to include the statement in its entirety.</b></p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>(h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909.</p> <p>(a)(15) The following statement:  <b>"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</b>  The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.</p> <p><b>The institutions enrollment agreement failed to contain the required statement verbatim.</b></p> <p><b>To remedy the violation the institution needs to edit the enrollment agreement to be verbatim</b></p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>(j) The following statements:</p> <p>(1) "Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers)."</p> <p>(2) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."</p> <p><b>The school's enrollment agreement failed to contain these statements verbatim.</b></p> <p><b>To remedy the violation the institution needs to revise their enrollment agreement to include these statements verbatim.</b></p>
<p>§94911 - Minimum Requirements for</p>	<p>(i) (1) The following statement: "Prior to signing this enrollment</p>

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<p>Enrollment Agreement.</p>	<p>agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.”</p> <p>(2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: “I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”</p> <p><b>The school’s enrollment agreement failed to contain these statements verbatim.</b></p> <p><b>To remedy the violation the institution needs to revise their enrollment agreement to include these statements verbatim.</b></p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>(d) A clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p><b>The school’s enrollment agreement failed to include the required disclosure.</b></p> <p><b>To remedy the violation the school needs to add the above statement.</b></p>
<p>§94916 - Statement On Loans to Students.</p>	<p>An institution extending credit or lending money to an individual for institutional and noninstitutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice:</p> <p>“NOTICE”</p> <p>“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.”</p> <p><b>The enrollment agreement failed to include the required disclosure.</b></p> <p><b>To remedy the violation the school needs to add the statement</b></p>

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§94913 - Website	<p><b>to their enrollment agreement.</b></p> <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:  (1) The school catalog.  (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p><b>The institution failed to maintain a catalog that meets all of the minimum requirements of the Act and Regulations. The institution is missing a School Performance Fact Sheet for their certificate program.</b></p> <p><b>To remedy the violation the institution needs to upload a current catalog with all the changes made and School Performance Fact Sheet for their Certificate program.</b></p>
§94897 - Prohibited Business Practices	<p>An institution shall not do any of the following:  (1) Use the terms “approval,” “approved,” “approval to operate,” or “approved to operate” without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is “licensed” or “licensed to operate,” but may not state or imply either of the following.</p> <p><b>Please update your website to state approval means compliance with state standards set forth in the California Private Postsecondary Education Act of 2009.</b></p>

<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
§71810 - Catalog	<p>(b)The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:  (1)The specific beginning and ending dates defining the time period covered by the catalog.</p> <p><b>The school’s catalog failed to include the specific beginning and ending dates covered by the catalog.</b></p> <p><b>To remedy this violation please add a beginning and ending date in a mm/dd/yy format to your school catalog.</b></p>
§71810 - Catalog.	<p>(a)(15) Policies on the retention of student records.</p> <p><b>The school’s catalog failed to include a complete retention of student records policy.</b></p> <p><b>To remedy the violation the institution needs to add a statement indicating transcripts are retained permanently.</b></p>
§76215 - Student Tuition Recovery Fund Disclosures.	<p>"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:  1.You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or</p>

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personal loans, and  
 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.  
 You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:  
 1. You are not a California resident, or are not enrolled in a residency program, or  
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."  
 (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:  
 "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:  
 1. The school closed before the course of instruction was completed.  
 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.  
 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.  
 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.  
 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

**The school's catalog failed to include this statement verbatim.**

**To remedy the violation the institution needs to remove the addition of underlining specific text within the STRF language.**

§71800 - Enrollment Agreement.

(b) Period covered by the enrollment agreement.

**The school's enrollment agreement failed to include the period covered by the enrollment agreement.**

**To remedy the violation the school needs to add the period covered by the enrollment agreement.**

<p>§71800 - Enrollment Agreement.</p>	<p>(e) Itemization of all institutional charges and fees including, as applicable:  (11) Student Tuition Recovery Fund fee (non-refundable);</p> <p><b>The school's enrollment agreement failed to include the Student Tuition Recovery Fund fee.</b></p> <p><b>To remedy the violation the school needs to add the Student Tuition Recovery Fund Fee \$0.</b></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:  (3) Email 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,  (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><b>The school failed to maintain some of the required information to substantiate the STRF assessment reporting form.</b></p> <p><b>To remedy the violation the institution needs to provide the required back up information for 4<sup>th</sup> quarter 2015.</b></p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(d) Completion Rates. Reporting of completion rates for an institution's Annual Report and Performance Fact Sheet shall include, for each educational program, the number of students who began program as defined in subdivision (b), the number of students available for graduation, number of graduates, and completion rate(s). An optional column may be added to include completion rate data for students completing within 101-150% of the published program length. For an institution reporting completion data pursuant to section 94929(b) of the Code, completion data shall be separately reported for each program. The</p>

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	<p>Performance Fact Sheet shall disclose, if true, that the completion data is being reported for students completing within 150% of the published program length, and that data is not being separately reported for students completing the program within 100% of the published program length.</p> <p><b>The institution failed to report their student completion rate at 100%.</b></p> <p><b>To remedy the violation the school needs to separate their 100% completion rate and their 150% completion rate.</b></p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(e) Placement Rates.  (1) Any placement data required by sections 94910(b) and 94929.5(a) of the Code shall be reported for the number of students who began the program as defined in subdivision (b) for each reported calendar year.  (b) In addition to the definitions contained in section 94928 of the Code:  (1) "Number of Students Who Began Program" means the number of students who began a program who are scheduled to complete the program within 100% of the published program length within the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.  (2) "Number of Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.</p> <p><b>The institution failed to report correct completion rates based on 100% completion.</b></p> <p><b>To remedy the violation the institution needs to separate their 100% completion rate and 150% completion rate and provide a corrected School Performance Fact Sheet that only reports placement for 100% completion.</b></p>
<p>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(g) Salary and Wage Information.  All Salary and Wage Information shall be reported to the Bureau pursuant to section 94929.5(c) of the Code and, if required by section 94910(d) of the Code, shall be included in the Performance Fact Sheet, for each educational program, in a format substantially similar to the chart below, including the footnoted information (dates, numbers, salaries, and other data shown are for example only)</p> <p><b>The institution failed to report correct salary and wage information based on 100% completion.</b></p> <p><b>To remedy the violation the institution needs to separate their 100% completion rate and 150% completion rate and provide a corrected School Performance Fact Sheet that only reports salary and wages for 100% completion.</b></p>

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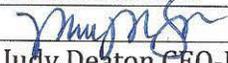
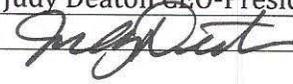
Inspector's Initial: *W*

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**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 M. Loo
Inspector's Signature	
Institution Administrator Name/Title:	Judy Deaton CEO-President
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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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 **February 29, 2016**

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Administrator's Initial: 