



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-3400221-0823 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	EPIC Bible College	Institution Telephone:	(916) 348-4689
Institution Code:	3400221	Administrator Name:	Ronald W. Harden
Street Address:	4330 Auburn Blvd Sacramento, CA 95841	Date of Inspection:	August 23, 2012

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94909 - Minimum Requirements for School Catalog.	(a)(8)(B) – Catalog erroneously states students may not receive a refund after 50% of instruction completed.
§94919 - Institutions Participating in Federal Student Financial Aid Programs.	(c) - Catalog erroneously states students may not receive a refund after 50% of instruction completed.

Code of Regulations	Subsection and Description
§71750 - Withdrawals and Refunds.	(c) – Pro rata refund is not calculated correctly. Institution does not base refund on total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student as calculated pursuant to §71750(c)(1)-(4).
§71750 - Withdrawals and Refunds.	(f) – Institution does not maintain a cancellation and withdrawal log, kept current on a monthly basis, containing the names, addresses, telephone numbers, and dates of cancellations and withdrawals of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
§71920 - Student Records.	(b)(10) – Student files do not contain 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 made.

Inspector's Name	Richard Acosta
Inspector's Signature	
Institution Administrator Name/Title:	Ronald W. Harden
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>

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Inspector's Initial:

Administrator's Initial:

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 **SEPTEMBER 21, 2012**

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

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Administrator's Initial: 