



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
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 P (916) 431-6959 F (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)



**NOTICE TO COMPLY** - CA 3400531 0813 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	ITT Technical Institute	Institution Telephone:	(916) 851-3900
Institution Code:	3400531	Administrator Name:	Jeffrey Ortega
Street Address:	10863 Gold Center Drive Rancho Cordova, CA 95670	Date of Inspection:	August 22 -23, 2013

Nature and Facts of the Violation(s):

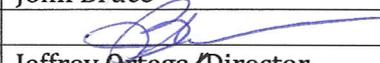
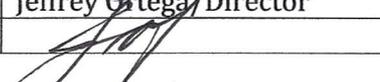
Education Code	Subsection and Description

Code of Regulations	Subsection and Description
<b>76130. Collection and Submission of Assessments</b>	<p>(a) A qualifying institution shall collect the assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.</p> <p><b>The institution collects the STRF assessments in quarterly increments. The institution does not collect STRF assessments for the entire period of enrollment.</b></p>
<b>71800. Enrollment Agreement</b>	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(b) Period covered by the enrollment agreement.            (c) Program start date and scheduled completion date.            (d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Code.</p> <p><b>The institution's Enrollment Agreement does not provide the program start and scheduled completion dates. The Enrollment Agreement does not contain the date by which the student must exercise his or her right to cancel or withdraw.</b></p>
<b>71920. Student Records</b>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:            (5) In addition to the requirements of section 94900(b) of the Code,</p>

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 Inspector's Initial: *[Signature]*  
 Administrator's Initial: *[Signature]*

	<p>a transcript showing all of the following:  (E) The name, address, website address, and telephone number of the institution.</p> <p><b>The institution's transcript does not show the institution's website address.</b></p>

**Only minor violations are listed on the Notice to Comply.**  
**Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.**

Inspector's Name	John Bruce
Inspector's Signature	
Institution Administrator Name/Title:	Jeffrey Ortega/Director
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 **SEPTEMBER 23, 2013**.

Notice to Comply – CA 3400531 0813

Inspector's Initial: *AS*

Administrator's Initial: *JS*