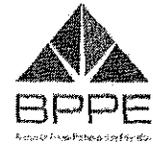




Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY - CA-3401271-1216 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Federico Beauty Institute	Institution Telephone:	916-929-4242
Institution Code:	3401271	Administrator Name:	Jeremy Federico
Street Address:	1515 Sports Drive Sacramento, CA 95834	Date of Inspection:	December 07, 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
CEC §94909 - Minimum Requirements for School Catalog.	<p>(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:</p> <p>The institution failed to include the required statement.</p> <p><i>To remedy this violation, the institution shall submit a statement on its policy for providing a prospective student or the general public a copy of the school catalog when requested.</i></p>
CEC §94909 - Minimum Requirements for School Catalog and CEC §94897 - Prohibited Business Practices.	<p>Minimum Requirements for School Catalog.</p> <p>(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:</p> <p>(2) Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau.</p> <p>Prohibited Business Practices.</p> <p>(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>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>(2) The approval to operate indicates that the institution exceeds</p>

Notice to Comply - CA-3401271-1216

Inspector's Initial: *JR*

Administrator's Initial: *R*

	<p>minimum state standards as set forth in this chapter.</p> <p>The institution catalog failed to provide a complete approval to operate statement as mentioned above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes a statement that the institution is a private institution and that it is approved to operate by the Bureau. Please see an example below:</i></p> <p><i>This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.</i></p>
<p>CEC §94909 - Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(5) A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.</p> <p>The institution catalog failed to include all of the required description information as stated above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes a description of any final test or examinations required for program completion.</i></p>
<p>CEC §94909 - Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(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 include all of the eligibility for licensure information.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes the complete licensure eligibility requirements for its educational programs. The information provided on pages 17-23 of the catalog do not include the</i></p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JR*

Administrator's Initial: *CR*

<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p><i>application and fee required in order to meet the licensure requirements.</i></p> <p>(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:</p> <p>(7) Information regarding the faculty and their qualifications.</p> <p>The institution catalog failed to include the required faculty and qualifications information.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes specific information with reference to each faculty member and their qualifications. For example, the number of years as an instructor for the program they teach.</i></p>
<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution’s policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The institution catalog failed to include the required institutional policies as mentioned above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes the policies regarding accepting credits through challenge examinations and achievement tests. If the institution does not accept credits through challenge examinations or achievement tests, that must be stated in the catalog.</i></p>
<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(8) A detailed description of institutional policies in the following areas:</p>

Notice to Comply – CA-3401271-1216

Inspector’s Initial: *JR*

Administrator’s Initial: *A*

	<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>The institution catalog failed to include complete cancellation, withdrawal, and refund policy information.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that correctly explain s cancellation, withdrawal and refund policies with the three day cancellation policy removed. Cancellation, withdrawal and refund policies shall be consistent with the enrollment agreement cancellation, withdrawal, and refund policies.</i></p>
<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(E) Leave-of-absence policies.</p> <p>The institution catalog failed to include the complete leave-of-absence policies.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes the complete leave-of-absence policies the student must follow to request leave. The catalog mentions a "LOA request form," the catalog shall clearly identify if this is an official form provided by the institution. In addition, provide the information of when and how students will be notified of the approval or denial of their request.</i></p>
<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>(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:</p> <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>The institution catalog failed to include the schedules of total charges.</p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JR*

Administrator's Initial: *@*

	<p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that clearly identifies the fees for the schedule of total charges for a period of attendance and fees for the estimated schedule of total charges for the entire educational program. For example:</i></p> <p><i>Schedule of Total Charges for a Period of Attendance</i> <i>Tuition</i> <i>Registration</i> <i>Insurance</i> <i>Tuition deposit</i> <i>STRF</i> <i>Textbooks</i> <i>Equipment</i> <i>Supplies/Kits</i></p> <p><i>Estimated Schedule of Total Charges for the Entire Educational Program</i></p> <p><i>Uniform</i> <i>Locker</i> <i>Credit Check</i> <i>Containers</i> <i>Examination fee</i> <i>Rental kit</i></p>
<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(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> <p>The institution catalog failed to include the complete transferability of credits and credentials statement.</p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JK*
Administrator's Initial: *aw*

	<p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes the statement found on page 65 of catalog verbatim and completed correctly. The statement title must be capitalized and since the institution offers more than one educational program, "the educational program" must be inserted for the "name of educational program" field.</i></p>
<p>CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>(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:</p> <p>(16) A statement specifying whether the institution, or any of its degree programs, are accredited by an accrediting agency recognized by the United States Department of Education. If the institution is unaccredited and offers an associate, baccalaureate, master's, or doctoral degree, or is accredited and offers an unaccredited program for an associate, baccalaureate, master's, or doctoral degree, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</p> <p>The institution catalog failed to include the required accredited statement as mentioned above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes a statement specifying whether the institutions, or any of its degree programs, are accredited by an accrediting agency recognized by the United States Department of Education.</i></p>
<p>CEC §94911 – Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(e)(3) 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.</p> <p>The institution enrollment agreement failed to include the correct Student's Right to Cancel information.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that has removed the three day cancellation policy. In addition, the cancellation and withdrawal policies to obtain a refund must be consistent with the catalog.</i></p>
<p>CEC §94911 – Minimum Requirements for Enrollment Agreements and CEC §94909 – Minimum Requirements for School Catalog.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</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>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JR*

Administrator's Initial: *@*

	<p>Minimum Requirements for School Catalog.</p> <p>(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:</p> <p>(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> <p>The institution enrollment agreement failed to include the correct transferability of credits and credentials statement.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that has the statement's title bold and capitalized; as shown above.</i></p>
<p>CEC §94911 – Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(i) (1) The following statement: "Prior to signing this enrollment 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</p>

Notice to Comply – CA-3401271-1216
Inspector's Initial: *JR*
Administrator's Initial: *A*

	<p>signed, initialed, and dated the information provided in the School Performance Fact Sheet.”</p> <p>The institution enrollment agreement failed to include the required statements.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that includes both statements verbatim; as shown above.</i></p>
<p>CEC §94911 – Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(k) The following statement above the space for the student’s signature: “I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.”</p> <p>The institution enrollment agreement failed to include the required legally binding statement.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that includes the above mentioned statement verbatim.</i></p>
<p>CEC §94911 – 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: “NOTICE” “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>The institution enrollment agreement failed to include the required promissory note statement.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that includes the above mentioned statement verbatim.</i></p>
<p>CEC §94910 – Minimum Requirements for School Performance Fact Sheet.</p>	<p>Except as provided in subdivision (d) of Section 94909 and Section 94910.5, prior to enrollment, an institution shall provide a prospective student with a School Performance Fact Sheet containing, at a minimum, the following information, as it relates to the educational program:</p>

Notice to Comply – CA-3401271-1216

Inspector’s Initial: *JR*
 Administrator’s Initial: *@*

	<p>(f) All of the following:</p> <p>(2) A statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).</p> <p>The institution School Performance Fact Sheets (SPFS) failed to provide the required statement regarding employment positions within the field of the educational program.</p> <p><i>To remedy this violation, the institution shall provide revised 2014/2015 SPFS with a statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website 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>(1) The school catalog.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have current catalog.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the revised catalog.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website 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>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have current SPFS for each educational program.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the revised</i></p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JR*

Administrator's Initial: *Q*

<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>2014/2015 SPFS for each educational program offered.</p> <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution’s most recent annual report submitted to the bureau.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have the most recent annual report.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the most recent annual report submitted to the Bureau.</i></p>
<p>CEC §94897 – Prohibited Business Practices.</p>	<p>An institution shall not do any of the following:</p> <p>(c) Advertise concerning job availability, degree of skill, or length of time required to learn a trade or skill unless the information is accurate and not misleading.</p> <p>Institution website advertises length of time required to learn a trade or skill that is not accurate.</p> <p><i>To remedy this violation, the institution shall revise the its websites “Programs” section to include information that is accurate and not misleading for the length of time required to learn a trade or skill in the approved educational programs. For example, the Barber Program has information that it is a 10.5 month training program. However, for a full time student the duration is 12.5 months and for a part time student the duration is 18.5 months.</i></p>

Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §71810 – Catalog.</p>	<p>(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p>Institution failed to provide a statement indicating that catalog updates are done annually.</p>

Notice to Comply – CA-3401271-1216

Inspector’s Initial: *JR*
 Administrator’s Initial: *CR*

	<p><i>To remedy this violation, the institution shall submit a copy of procedures indicating how the catalog is updated annually. The catalog "Changes to Catalog" section found on page 54 may also be updated to include how the institution updates the catalog annually.</i></p>
5, CCR §71810 – Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>The institution catalog failed to include specific beginning and ending dates.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes the specific beginning and ending dates defining the time period covered by the catalog.</i></p>
5, CCR §71810 – Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(6) The institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program;</p> <p>The institution catalog failed to include the complete policies and practices regarding any form of financial aid.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that contains the complete policies and practices regarding all form of financial aid accepted by the institution. For example, the institution is listed with the California Employment Development Department on the Eligible Training Provider list for the Workforce Innovation and Opportunity Act (WIOA). If the institution accepts WIOA students, please provide the policies and procedures for the acceptance of the financial aid.</i></p>
5, CCR §71810 – Catalog and 5, CCR §71770 – Admissions Standards and Transferred Credits Policy.	<p>Catalog.</p> <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;</p> <p>Admissions Standards and Transferred Credits Policy.</p> <p>(c) If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the institution's catalog.</p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: JR

Administrator's Initial: W

	<p>The institution catalog failed to include the required policies for the award of credit for prior experiential learning.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes policies and procedures for the award of credit for prior experiential learning. If institution accepts credit for prior experiential learning, please refer to 5, CCR §71770 for the requirements an institution must meet in granting credits for prior experiential learning. If the institution does not accept credit for prior experiential learning, that must be stated in the catalog.</i></p>
<p>5, CCR §71810 – Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction;</p> <p>The institution catalog failed to include the description of the types of equipment and materials that will be used for instruction.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes a description of the types of equipment and materials that will be used for instruction. This may include if PowerPoint presentations and/or handouts are used for instruction.</i></p>
<p>5, CCR §71810 – Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(10) A description of library and other learning resources and the procedures for student access to those resources;</p> <p>The institution catalog failed to include a description of the library resources and the procedures for student access to the available resources.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes procedures for student access to the library of written resources. Procedures may include the hours available for students to access the written resources and the procedures students must follow to checkout items.</i></p>
<p>5, CCR §71810 – Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(14) Policies on student rights, including the procedure for addressing student grievances; and</p> <p>The institution catalog failed to include the required student grievances information.</p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JR*
 Administrator's Initial: *Q*

	<p><i>To remedy this violation, the institution shall submit a copy of its revised catalog to include clear grievance procedures. The catalog shall notify the student that they may contact the Bureau at any time during the complaint process. They do not have to wait until they feel the issue has not been satisfactorily resolved.</i></p>
<p>5, CCR §71810 – Catalog and 5, CCR §71930 – Maintenance of Records.</p>	<p>Catalog. (b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(15) Policies on the retention of student records.</p> <p>Maintenance of Records. (b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.</p> <p>The institution catalog failed to include the complete policies on the retention of student records.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog to include how the institution shall maintain pertinent student records for a period of 5 years from the student's date of completion or withdrawal.</i></p>
<p>5, CCR §71800 – Enrollment Agreement.</p>	<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.</p> <p>The institution enrollment agreement failed to include all of the required information as stated above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that includes the period covered.</i></p>
<p>5, CCR §71800 – Enrollment Agreement.</p>	<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>(e) Itemization of all institutional charges and fees including, as applicable:</p> <p>(1) tuition; (2) registration fee (non-refundable); (3) equipment; (4) lab supplies or kits; (5) Textbooks, or other learning media; (6) uniforms or other special protective clothing; (7) in-resident housing; (8) tutoring;</p>

Notice to Comply – CA-3401271-1216

Inspector's Initial: *JR*
Administrator's Initial: *A*

	<p>(9) assessment fees for transfer of credits; (10) fees to transfer credits; (11) Student Tuition Recovery Fund fee (non-refundable); (12) any other institutional charge or fee.</p> <p>The institution enrollment agreement failed to include the required itemization of charges information.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that includes the itemization charges for supplies, textbooks, and uniforms; separately.</i></p>
<p>5, CCR §74110 – Annual Report.</p>	<p>(b) In addition to the information required by section 94934 provided under penalty of perjury, the institution shall have annual financial statements prepared for the institution's prior fiscal year and signed under penalty of perjury, and shall submit a hard copy under separate cover of such statements in conjunction with its annual report. The form, content and mode of preparation of financial statements shall comply with section 74115 of this Division. The Bureau may request that the institution immediately make available for inspection to a representative of the Bureau, these financial statements at the offices of the institution.</p> <p>Institution failed to provide current financial statements submitted for the prior fiscal year.</p> <p><i>To remedy this violation, the institution shall submit a copy of the annual financial statement for the institution's prior fiscal year.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>(f) Total Charges. The institution's Annual Report and Performance Fact Sheet shall include the total charges for a student to complete the program within 100% of the program length. The institution must include the disclosure that there may be additional charges if the program is not completed on-time. Total charges shall be disclosed in the Performance Fact Sheet in a format substantially similar to the format listed below (dates and numbers are for example only):</p> <p>Cost of Educational Program: Total Charges for the program for students completing on-time in 20XX: \$50,000. Total Charges may be higher for students that do not complete on-time.</p> <p>The institution SPFS failed to include the cost of educational program information as mentioned above.</p> <p><i>To remedy this violation, the institution shall provide revised 2014/2015 SPFS for each approved educational program with the total charges in a format substantially similar to the format listed above.</i></p>

5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.

(g) Student Loan/Debt Information.

(1) If the institution participates in federal financial aid programs, the institution shall include loan information in the institution's Annual Report and on the Performance Fact Sheet. The loan information shall include:

(A) The most recent three year cohort default rate, as reported by the United States Department of Education;

(B) The percentage of enrolled students receiving federal student loans;

(C) The average amount of federal student loan debt of those graduates who have federal student loan debt in the reporting year; and

(D) The percentage of graduates with federal student loans, as calculated by the institution.

Loan information shall be included in the Performance Fact Sheet in a format substantially similar to the format listed below (dates and numbers are for example only):

Federal Student Loan Debt at (Name of Institution)

Percentage of students who defaulted on their federal student loans at this school: 28%¹

Percentage of students enrolled in 20XX who took out federal student loans to pay for this program: 43%

Percentage of graduates in 20XX who took out federal student loans to pay for this program: 65%

Average federal student loan debt of 20XX graduates who took out federal student loans at this institution: \$26,000

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (about 9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

The institution failed to include the student loan/debt information as mentioned above in the SPFS.

To remedy this violation, the institution shall provide revised 2014/2015 SPFS with the federal student loan debt information, in a format substantially similar to the format below:

	<p><u>Federal Student Loan Debt at Federico Beauty Institute</u></p> <p>Percentage of students who defaulted on their federal student loans at this school: XX%</p> <p>Percentage of students enrolled in 2015 who took out federal student loans to pay for this program: XX%</p> <p>Percentage of graduates in 2015 who took out federal student loans to pay for this program: XX%</p> <p>Average federal student loan debt of 2015 graduates who took out federal student loans at this institution: \$9,340.99</p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>(i) Job Placement Rates.</p> <p>(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 (d)(1) of this section for each reported calendar year.</p> <p>The institution failed to report the job placement rate information in the SPFS.</p> <p><i>To remedy this violation, the institution shall provide revised 2014/2015 SPFS with one of the two options provided by the Bureau for reporting job placement rates. They are as follows:</i></p> <ol style="list-style-type: none"> <i>1. Reporting under the new regulations as long as the reporting accurately reflects gainfully employed graduates as defined by the new regulations, including use of the United States Department of Labor’s Standard Occupational Classification codes using the Detailed Occupational level; OR</i> <i>2. Inability to report certain data to the Bureau due to change in regulations. The Bureau suggest, in such case, that the relevant job placement and salary/wage data points in the SPFS be replaced with the following note: “Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.”</i> <p><i>If the institution is opting to use option two as the course of action, then the institution should add the suggested note as mentioned above.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>(k) Salary and Wage Information. All Salary and Wage Information shall be reported to the Bureau pursuant to sections 94910(d) and 94929.5(a)(3) of the Code and shall be included in the Performance</p>

Notice to Comply – CA-3401271-1216

Inspector’s Initial: *JR*
 Administrator’s Initial: *W*

	<p>Fact Sheet, for each educational program, in a format substantially similar to the chart below (dates, numbers, salaries, and other data shown are for example only).</p> <p>The institution failed to report salary and wage information in the SPFS.</p> <p><i>To remedy this violation, the institution shall provide revised 2014/2015 SPFS with one of the two options provided by the Bureau for salary and wage information. They are as follows:</i></p> <ol style="list-style-type: none"> <i>1. Reporting under the new regulations as long as the reporting accurately reflects gainfully employed graduates as defined by the new regulations, including use of the United States Department of Labor's Standard Occupational Classification codes using the Detailed Occupational level; OR</i> <i>2. Inability to report certain data to the Bureau due to change in regulations. The Bureau suggest, in such case, that the relevant job placement and salary/wage data points in the SPFS be replaced with the following note: "Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."</i> <p><i>If the institution is opting to use option two as the course of action, then the institution should add the suggested note as mentioned above.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; the data for each program shall include at a minimum:</p> <ol style="list-style-type: none"> (1) the list of job classifications determined to be considered gainful employment for the educational program; (2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates; (3) graduate's place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified; (4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact's phone number and email address, and all written communication with employer verifying student's employment or salary;

Notice to Comply – CA-3401271-1216

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Administrator's Initial: *W*

	<p>(5) for students who become self-employed, all documentation necessary to demonstrate self-employment;</p> <p>(6) a description of all attempts to contact each student, or employer;</p> <p>(7) any and all documentation used to provide data regarding license examinations and examination results;</p> <p>(8) for each student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability; and</p> <p>(9) the name, email address, phone number, and position or title of the institution's representative who was primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p>The institution failed to include the required supporting documentation for the 2014/2015 SPFS.</p> <p><i>To remedy this violation, the institution must provide the 2014/2015 SPFS supporting data in an electronic format that includes all the nine data points as mentioned above.</i></p>
<p>5, CCR §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:</p> <p>(1) Student identification number,</p> <p>(2) First and last names,</p> <p>(3) Email address,</p> <p>(4) Local or mailing address,</p> <p>(5) Address at the time of enrollment,</p> <p>(6) Home address,</p> <p>(7) Date enrollment agreement signed,</p> <p>(8) Courses and course costs,</p> <p>(9) Amount of STRF assessment collected,</p> <p>(10) Quarter in which the STRF assessment was remitted to the Bureau,</p>

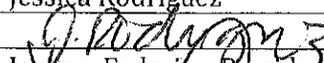
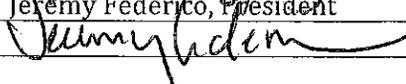
Notice to Comply – CA-3401271-1216

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	<p>(11) Third-party payer identifying information,</p> <p>(12) Total institutional charges charged, and</p> <p>(13) Total institutional charges paid.</p> <p>The institution failed to submit complete records to substantiate the data reported on the Student Tuition Recovery Fund (STRF) Assessment Reporting Form.</p> <p><i>To remedy this violation, the institution must submit records in an electronic format to substantiate the data reported for the 3rd Quarter 2016 STRF Reporting Form. The records must include all of the 13 data points listed above; including email address, local or mailing address, address at time of enrollment, home address, course, quarter in which STRF was remitted to Bureau, and total charges paid.</i></p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Jessica Rodriguez
Inspector's Signature	
Institution Administrator Name/Title:	Jeremy Federico, 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 – CA-3401271-1216

Inspector's Initial: 

Administrator's Initial: 