



**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 35714214 0516 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Golden Bridge College	Institution Telephone:	626-215-4747
Institution Code:	35714214	Administrator Name:	Juying Liu
Street Address:	10423 Valley Blvd. Suite B2 El Monte, CA 91731	Date of Inspection:	5/10/2016

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:

Code of Regulations	Subsection, Description, and Required Correction
§71920 - 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; <b>The Institution failed to maintain a refund document in the student files.</b> The institution shall provide its policy or procedure for maintaining in each student's file, a copy of a refund document. Additionally, the institution must submit copies of refund documents for dropped or withdrawn students within the next 30 days following the date of this document.
§71720 - Faculty	(b)Instructors in an Educational Program Not Leading to a Degree (2)Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching. <b>The Institution failed to provide continuing education certification for its instructors.</b> The institution shall provide its policy or procedure for maintaining in each faculty file a copy of the instructors continuing education records.

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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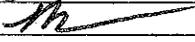
Inspector's Initial: *[Signature]*

Administrator's Initial: *jl*

**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.

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Juying Liu
Institution Administrator's Signature:	

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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 6/11/2016**

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

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Inspector's Initial: *[Handwritten Signature]*

Administrator's Initial: *ju*