



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - XX XXXXXXX XXXX (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Pacific College of Oriental Medicine	Institution Telephone:	(619) 574-6909
Institution Code:	3706241	Administrator Name:	J. Elaine Gates-Miliner
Street Address:	7445 Mission Valley Rd., Suite 105 San Diego, CA 92108	Date of Inspection:	11/16/12 §71920 - Student Records.

Nature and Facts of the Violation(s):

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
§71920 - Student Records.	(b)(10) Six Dropped/Cancelled student files were inspected and all inspected files do not contain a Refund Calculation Worksheet as required.
§71750 - Withdrawals and Refunds.	(f) The institution does not keep a cancellation and withdrawal log as required.

Only minor violations are listed on the Notice to Comply.

If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Roxana Aalberts
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Elaine Gates-Miliner, VP of Operations/Campus Director
Institution Administrator's Signature:	<i>[Signature]</i>

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 - CA37062411112

Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

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 12/16/12

Notice to Comply - CA37062411112

Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*