



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA 37954070 0315 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Princess Institute of Beauty	Institution Telephone:	559-637-0503
Institution Code:	37954070	Administrator Name:	Maria Moore
Street Address:	1605 East Manning Avenue Reedley, California 93654	Date of Inspection:	3/18/2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94902 - General Enrollment Requirements.	(b) An enrollment agreement is not enforceable unless all of the following requirements are met: (1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement. (3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student. The Institution failed to provide a School Performance Fact Sheet in the files that was signed by the student and the institution.
§94912 - Signature, Initials Required.	Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student. The Institution failed to provide a School Performance Fact Sheet in the files that was signed by the student and the institution.

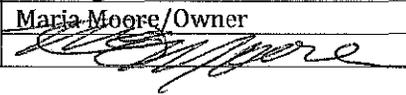
Code of Regulations	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that: (1) Each student admitted to an undergraduate degree program, or

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Inspector's Initial: *h*

Administrator's Initial: *MM*

	<p>a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p>The Institution failed to maintain a High School Diploma, GED or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code in the student files.</p>
§71920 - Student Records.	<p>(b)In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(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;</p> <p>The Institution failed to maintain a refund document in all the student files.</p>
§71920 - Student Records.	<p>(b)In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5)In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A)The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p>The Institution failed to maintain an official student transcript in the files.</p>
§71920 - Student Records.	<p>(b)In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5)In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E)The name, address, website address, and telephone number of the institution.</p> <p>The Institution failed to maintain an official student transcript in the files.</p>

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Maria Moore/Owner
Institution Administrator's Signature:	

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Inspector's Initial: 

Administrator's Initial: 

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>

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 4/19/2015

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Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*