



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA-42693340-1114 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Professional Schools of Beauty, Fashion and Arts, Inc.	Institution Telephone:	818-578-5262
Institution Code:	42693340	Administrator Name:	Daniel Weber
Street Address:	18573 Sherman Way Blvd Reseda, CA 91335	Date of Inspection:	November 4, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94897 - Prohibited Business Practices.	<p>An institution shall not do any of the following:</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,"</p> <p>The institution's catalog states "approved" without including proper disclosure such as: { 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. }</p>
§94900 - Required Student Records.	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>(2) The courses and units on which the certificate or degree was based.</p> <p>(3) The grades earned by the student in each of those courses.</p> <p>The institution does not maintain for students granted a certificate, permanent records of the certificate granted and the date on which that certificate was granted, the courses on which the certificate was based, nor the grades earned by the student in each of those courses.</p>
§94902 - General Enrollment Requirements.	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.</p> <p>Several sampled student files did not have properly executed</p>

Notice to Comply - CA-42693340-1114

Inspector's Initial: *DS*

Administrator's Initial: *DW*

	enrollment agreements.
§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. Students do not receive School Performance Fact Sheets therefore the document was not on file.
§94911 - Minimum Requirements for Enrollment Agreement.	An enrollment agreement shall include, at a minimum, all of the following: (b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as nonrefundable charges. The enrollment agreement does not clearly identify the Student Tuition Recovery Fund as a nonrefundable charge.
§94920 - Mandatory Cancellation, Withdrawal, and Refund Policies.	An institution that does not participate in the federal student financial aid programs shall do all of the following: (b) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Evidence of proper refund was not on file for the sampled student files, therefore impossible to verify.
§94920 - Mandatory Cancellation, Withdrawal, and Refund Policies.	An institution that does not participate in the federal student financial aid programs shall do all of the following: (e) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. Evidence of proper refund was not on file for the sampled student files, therefore impossible to verify.

Code of Regulations	Subsection and Description
§71750 - Withdrawals and Refunds.	(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division. Evidence of proper refund was not on file for the sampled student files, therefore impossible to verify.
§71750 - Withdrawals and Refunds.	(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student. Evidence of proper refund was not on file for the sampled

Notice to Comply – CA-42693340-1114

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	student files, therefore impossible to verify.
§71750 - Withdrawals and Refunds.	(e) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day. Evidence of proper refund was not on file for the sampled student files, therefore impossible to verify.
§71750 - Withdrawals and Refunds.	(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year. The institution does not maintain a cancellation and withdrawal log.
§71800 - Enrollment Agreement.	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: (a) The name and address of the institution and the addresses where instruction will be provided. The address of the institution and the addresses where instruction will be provided does not appear on the enrollment agreement.
§71800 - Enrollment Agreement.	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: (b) Period covered by the enrollment agreement. The period covered by the enrollment agreement does not appear on the enrollment agreement.
§71800 - Enrollment Agreement.	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: (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. The date by which the student must exercise his or her right to cancel or withdraw does not appear on the enrollment agreement.
§71800 - Enrollment Agreement.	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: (e) Itemization of all institutional charges and fees including, as applicable: (11) Student Tuition Recovery Fund fee (non-refundable);

Notice to Comply – CA-42693340-1114

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	The Student Tuition Recovery Fund fee does not appear as a non-refundable on the enrollment agreement.
§71810 - Catalog.	(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (13) Housing information including all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph. The institution's catalog does not include the required housing information above.
§71810 - Catalog.	(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (15) Policies on the retention of student records. The institution's catalog does not include policies on the retention of student records.
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following: (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test; A majority of sampled student files did not contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; Sampled student files were lacking records of the dates of enrollment, withdrawal and /or graduation.
§71920 - Student Records.	(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, a transcript showing all of the following: (A) The courses or other educational programs that were

Notice to Comply – CA-42693340-1114

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	completed, or were attempted but not completed, and the dates of completion or withdrawal; The institution does not provide transcripts.
§71920 - Student Records.	(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, a transcript showing all of the following: (E) The name, address, website address, and telephone number of the institution. The institution does not provide transcripts.
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; The institution does not maintain in student files a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
§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; The institution does not maintain in student files 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.

Inspector's Name	<i>Daniel Weber</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Daniel Weber / COO / DIRECTOR
Institution Administrator's Signature:	<i>[Signature]</i>

Education Code can be located at: http://www.hppe.ca.gov/lawsregs/ppe_act.shtml
Code of Regulations can be located at: <http://www.hppe.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

Notice to Comply – CA-42693340-1114

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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 **DECEMBER 4, 2014**