



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 4305851 0614 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Golden Gate Language Schools	Institution Telephone:	408-374-9954
Institution Code:	4305851	Administrator Name:	Silke Gurlich
Street Address:	591 W. Hamilton Ave, Campbell Ca	Date of Inspection:	6/18/2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
94909. Minimum Requirements for School Catalog	(C)(7) Information regarding the faculty and their qualifications. -Institution has failed to provide a faculty list and their qualifications in the catalog
94909. Minimum Requirements for School Catalog	(8)(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. -Institution has failed to include language in their catalog regarding earned credits from other institutions
94909. Minimum Requirements for School Catalog	(8)(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). - The institution failed to include the correct cancellation time period language in the catalog.
94909. Minimum Requirements for School Catalog	(11) A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys

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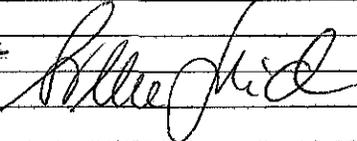
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	<p>not paid from federal student financial aid program funds.</p> <ul style="list-style-type: none"> - Institution needs to include language stating that if they achieve a loan in ANY way they are for the repayment of that loan.
94909. Minimum Requirements for School Catalog	<p>(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <ul style="list-style-type: none"> - Institution has failed to disclose its financial state.
94909. Minimum Requirements for School Catalog	<p>(13) If the institution provides placement services, a description of the nature and extent of the placement services.</p> <ul style="list-style-type: none"> - Institution has failed to state whether or not it offers placement services
94911. Minimum Requirements for Enrollment Agreement	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(a) The name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program.</p> <ul style="list-style-type: none"> - Institution needs to include in the agreement the total number of credit and clock hours for the course enrolled in.
94911. Minimum Requirements for Enrollment Agreement	<p>(e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained 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.</p> <ul style="list-style-type: none"> - Institution needs to include in the EA the language stated above for cancellation as well as add a specific cancellation date for that agreement.
94911. Minimum Requirements for Enrollment Agreement	
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Code of Regulations	Subsection and Description
71810. Catalog	<p>(3) If the institution admits students from other countries, whether visa services are provided or whether the institution will vouch for student status, and any associated charges;</p> <ul style="list-style-type: none"> - Institution needs to make a statement regarding the above regulation in its catalog.
71810. Catalog	<p>(4) Language proficiency information, including: (A) the level of English language proficiency required of students</p>

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	<p>and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and (B) whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost;</p> <p>- Institution needs to state in its catalog at what level of English language proficiency is need to be admitted.</p>
71810. Catalog	<p>(5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted;</p> <p>- Institution needs to state in the catalog what language instruction will occur and if in any other languages.</p>
71810. Catalog	<p>(10) A description of library and other learning resources and the procedures for student access to those resources;</p> <p>- Institution needs to state in the catalog their library information and what resources are available.</p>
71810. Catalog	<p>(15) Policies on the retention of student records</p> <p>- Institution needs to state the policy of their students files as well as transcripts (transcripts stored indefinitely)</p>
71800. Enrollment Agreement.	<p>(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.</p> <p>- Institution needs to add a specific "cancellation" date to the enrollment agreement.</p>

Inspector's Name	Isaiah Patterson
Inspector's Signature	
Institution Administrator Name/Title:	Silke Gurlich 
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>

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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

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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 MONTH DD, YYYY

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Administrator's Initial: