



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 – CA44933240 072015 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Advanced English Academy	Institution Telephone:	415-552-1001
Institution Code:	44933240	Administrator Name:	Zachary Captain
Street Address:	1370 Mission St. #300 San Francisco, CA 94103	Date of Inspection:	7/1/2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
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>All students files sampled failed to have a signature by an authorized employee of the institution</p>
94902. General Enrollment Requirements	<p>(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.</p> <p>The student files sampled all failed to have a copy of a signed and dated School Performance acts Sheet included.</p>

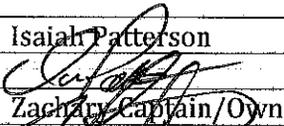
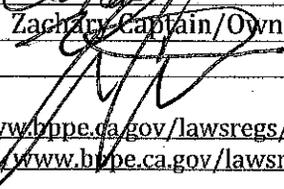
Code of Regulations	Subsection and Description
71810. Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>The catalog states the specific dates (4 year period) but does not disclose how often the catalog is updated.</p>
71930. Maintenance of Records	<p>(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.</p> <p>(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a</p>

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Inspector's Initial: *JK* *ZSC*

Administrator's Initial: *ZSC*

	<p>manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.</p> <p>The institution stores the files in a secure file cabinet however they are not free from loss or damage and a second set of files are not maintained</p>
71920. Student Records.	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(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;</p> <p>No students files sampled included a verification of a high school diploma, equivalent, or an Ability to Benefit test administered by a third party.</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 dropped or withdrawn student files did not include any refund information or calculations stipulating what refunds were issued to whom and where.</p>
71810. Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <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>The catalog fails to disclose whether the instruction will occur in any other language than English.</p>
71720. Faculty	<p>(b) Instructors in an Educational Program Not Leading to a Degree</p> <p>(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.</p> <p>The faculty files sampled contained no proof of continued education in their respective fields or related fields to teaching.</p>

Inspector's Name	Isaijah Patterson
Inspector's Signature	
Institution Administrator Name/Title:	Zachary Captain/Owner-Director
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/pppe_act.shtml
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: *IP*
Administrator's Initial: *Zsc*

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 AUGUST 02, 2015

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Inspector's Initial: *OF*

Administrator's Initial: *ZBC*