



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA 46576478 1210 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	C&S Health Education Services	Institution Telephone:	818-366-2350
Institution Code:	46576478	Administrator Name:	Samuel Carraway
Street Address:	17405 Chatsworth Street Granada Hills, 91344	Date of Inspection:	12/10/2013

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: (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," but may not state or imply either of the following: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>Institution's catalog indicates approval by the Bureau without clearly and conspicuously stating that approval to operate means compliance with standards as set forth in the Ed. Code.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(7) Information regarding the faculty and their qualifications.</p> <p>Institutions catalog failed to include the required information.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(8) A detailed description of institutional policies in the following areas: (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.</p> <p>Institutions catalog states an incorrect admissions policy not requiring a High School Diploma, GED or its equivalent.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(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,</p>

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 Administrator's Initial: *SC*

	<p>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).</p> <p>Catalog failed to include the appropriate cancellation and refund policy.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(C) Probation and dismissal policies.</p> <p>Catalog failed to include probation and dismissal policies.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. (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 not paid from federal student financial aid program funds. (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> <p>The catalog failed to include the required information.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(15) The following statement: “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.”</p> <p>Catalog failed to include the statement verbatim.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(14) A description of the student’s rights and responsibilities with respect to the Student Tuition Recovery Fund. This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the</p>

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	<p>Student Tuition Recovery Fund. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.</p> <p>Catalog failed to contain the required Student Tuition Recovery Fund statement verbatim.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(16) A statement specifying whether the institution, or any of its degree programs, are accredited by an accrediting agency recognized by the United States Department of Education. If the institution is unaccredited and offers an associate, baccalaureate, master's, or doctoral degree, or is accredited and offers an unaccredited program for an associate, baccalaureate, master's, or doctoral degree, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</p> <p>Institutions catalog failed to contain a statement whether the school is accredited by an accrediting agency.</p>

Code of Regulations	Subsection and Description
§71810 - Catalog.	<p>(2) A statement of the institution's missions and purposes and the objectives underlying each of its educational programs;</p> <p>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction; (10) A description of library and other learning resources and the procedures for student access to those resources; (12) A description of all student services (13) Housing information including all of the following: (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.</p> <p>Catalog failed to contain the required information.</p>
§71930 - Maintenance of Records.	<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 manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.</p> <p>Institution failed to maintain academic and financial records in a manner secure from damage or loss.</p>

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Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

Inspector's Name	Michelle God
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Paul D'Amico CEO
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>

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Administrator's Initial: *PD*

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 **1/10/2014**

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Administrator's Initial: *AG*