



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY - CA 5601571 0414 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	ITT Technical Institute - Oxnard	Institution Telephone:	805-988-0142
Institution Code:	5601571	Administrator Name:	Kelly Nelson
Street Address:	2051 Solar Drive Suite 150 Oxnard California 93036	Date of Inspection:	4/29/14

**Nature and Facts of the Violation(s):**

Education Code	Subsection and Description

Code of Regulations	Subsection and Description
§71800 - Enrollment Agreement.	(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.  <b>The Institutions Enrollment Agreement failed to include the date by which a student must exercise their right to cancel or withdraw.</b>

**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 Loo
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Kelly Nelson / Director
Institution Administrator's Signature:	<i>[Signature]</i>

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml)  
 Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

Notice to Comply - CA 5601571 0414

Inspector's Initial: *ML*

Administrator's Initial: *K.N.*

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 MAY 29, 2014**

Notice to Comply – CA 5601571 0414

Inspector's Initial: *md*

Administrator's Initial: *x.e.n.*