



**Bureau for Private Postsecondary Education**  
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## NOTICE TO COMPLY - CA 73116896 1012 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Santa Clarita School of Dental Assisting	Institution Telephone:	(661)259-4474
Institution Code:	73116896	Administrator Name:	Dr. Kelly Smudde
Street Address:	27450 Tourney Road, Valencia, 91355	Date of Inspection:	October 11, 2012

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

Education Code	Subsection and Description
§71750 - Withdrawals and Refunds.	<p>(a) Withdrawn and dropped students files were destroyed, therefore it is impossible to determine compliance. The institution shall make refunds that are no less than the refunds required under the ACT and this Division.</p> <p>(c) Withdrawn and dropped students files were destroyed, therefore it is impossible to determine compliance. A pro rata refund 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.</p> <p>(e) Withdrawn and dropped students files were destroyed, therefore it is impossible to determine compliance. 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.</p> <p>(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include name addresses, telephone numbers and dates of cancellations or withdrawals of all students who have cancelled the enrollment agreement.</p>
§71770 - Admissions Standards and Transferred Credits Policy.	(a)(1) Each student admitted shall possess a high school diploma or its equivalent. Several student files lacked high school diplomas or the equivalent.
§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)(1)(A) Student files shall contain verification of high school completion or equivalency. Several student files did not contain this verification.</p> <p>(b)(3) Copies of all documents signed by the student, including contracts shall be kept in the students files</p> <p>(b)(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leave of absence, and graduation</p>

Notice to Comply -

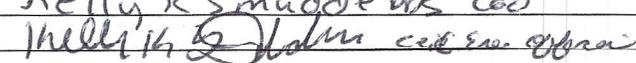
Inspector's Initial: *DS*Administrator's Initial: *[Signature]*

	shall be kept in the students file.
§71930 - Maintenance of Records.	(b)(1) 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. (d) Records are not maintained in a manner secure from damage or loss. An acceptable manner of storage would include fire resistant cabinets or the institution shall maintain a second set of all academic and financial records at a different location. (e) Withdrawn and dropped students files were destroyed, therefore it is impossible to determine compliance. All records that the institution is required to maintain shall be made immediately available by the institution for inspection.
§76130 - Collection and Submission of Assessments.	(a) The institution shall collect the assessment from each student in at the time it collects the first payment from the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. STRF is determined based on partial and full payments of tuition.

Code of Regulations	Subsection and Description
§94894 - Substantive Change Defined	(a) The program for Radiology is offered but did not receive approval from the bureau. A letter was provided dated 2005 that the request was made but did not approve the implementation of the Radiology program.
§94897 - Prohibited Business Practices.	(k) An institution shall not destroy any document of record while the document of record is required to be maintained. Withdrawn and dropped students files were destroyed immediately after the student dropped or withdrew.
§94902 - General Enrollment Requirements.	(a) Several student files did not contain Enrollment Agreements. A student shall enroll solely by means of executing an enrolment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.
§94920 - Mandatory Cancellation, Withdrawal, and Refund Policies.	(b) Withdrawn and dropped students files were destroyed, therefore it is impossible to determine compliance that the institution refunds 100 percent of the amount paid for institutional charges, less the reasonable deposit or application fee. (e) Withdrawn and dropped students files were destroyed, therefore it is impossible to determine compliance that the institution pays or credits refunds within 45 days of the student's cancellation or withdrawal.

Only minor violations are listed on the Notice to Comply.

If this box is checked the Compliance Inspector identified additional items that will be forward to Enforcement for further review.

Inspector's Name	Diana Bronshteyn
Inspector's Signature	
Institution Administrator Name/Title:	Kelly K Smudde aka COO
Institution Administrator's Signature:	

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 –

Inspector's Initial: 

Administrator's Initial: 

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

Notice to Comply –

Inspector's Initial: *DB*

Administrator's Initial: *[Signature]*

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 11/10/12**

Notice to Comply –

Inspector's Initial: 

Administrator's Initial: 