



**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 - CU 74722045 0516 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Trinity School For Health and Allied Sciences	Institution Telephone:	310-834-3065
Institution Code:	74722045	Administrator Name:	Dr. Viola Bello
Street Address:	1149 W. 190 <sup>th</sup> Street Suite 2000 Gardena, CA 90248	Date of Inspection:	5/25/16

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

Education Code	Subsection , Description, and Required Correction
§94902 - General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:                      (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><b>The current student files failed to contain signed School Performance Fact Sheets.</b></p> <p><b>To remedy the violation, the institution shall provide copies of signed copies of School Performance Fact Sheets for three students who enroll in the next 30 days.</b></p>
§94912 - Signature, Initials Required.	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p><b>The current student files failed to contain signed School Performance Fact Sheets.</b></p> <p><b>To remedy the violation, the institution shall provide copies of signed School Performance Fact Sheets for three students who enroll in the next 30 days.</b></p>
§94913- Website.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:                      (4) A link to the bureau’s Internet Web site.                      (5) The institution’s most recent annual report submitted to the bureau.</p>

Notice to Comply – CU 74722045 0516

Inspector’s Initial: *MB*

Administrator’s Initial: *V*

	<p>(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau..</p> <p><b>Institution website does not have a link to the bureau's internet website. The annual report posted on the website is missing the first two pages of the annual report submitted to the bureau. The Bureau's logo is on the school's website without a link to the Bureau.</b></p> <p><b>To remedy this violation, the institution shall update their website to include a link to the bureau's website, the first two pages of the annual report and a link to the bureau website in all locations the bureau is advertised.</b></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(B) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p> <p><b>The institution's catalog failed to contain the required verbatim statement.</b></p> <p><b>To remedy the violation the institution shall add the required verbatim language.</b></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(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><b>The institution's catalog failed to include a statement indicating whether the institution has entered into an articulation agreement with any other colleges of universities. The catalog also failed to state whether they accept ability to benefit students.</b></p> <p><b>To remedy the violation, the institution shall add a statement indicating whether they have an articulation agreement with any other colleges or universities and whether they accept ability to benefit students.</b></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p><b>The institution's catalog failed to contain a statement for the</b></p>

Notice to Comply – CU 74722045 0516  
Inspector's Initial: *MB*  
Administrator's Initial: *W*

	<p><b>total charges for a period of attendance and total charges for entire program.</b></p> <p><b>To remedy the violation the institution shall add the total charges for a period of attendance and total charges for entire program. If the total charges for a period of attendance are the same as total charges for the entire program, a statement indicating such shall be provided.</b></p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(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><b>The institution’s catalog failed to contain the required statement verbatim.</b></p> <p><b>To remedy the violation, the institution shall update the catalog to include the statement verbatim.</b></p>

<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
<p>§76140 - Record-Keeping Requirements.</p>	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li>(6) Home address,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Courses and course costs,</li> <li>(9) Amount of STRF assessment collected,</li> <li>(10) Quarter in which the STRF assessment was remitted to the Bureau,</li> <li>(11) Third-party payer identifying information,</li> </ol>

Notice to Comply – CU 74722045 0516  
Inspector’s Initial: *MB*  
Administrator’s Initial: *[Signature]*

	<p>(12) Total institutional charges charged, and  (13) Total institutional charges paid.  (b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p><b>The institution failed to provide back-up data for the students reported on the STRF Assessment Reporting Form.</b></p> <p><b>To remedy the violation, the institution shall provide the required back-up data for 4<sup>th</sup> quarter 2015 and 1<sup>st</sup> quarter 2016.</b></p>
§71800 - Enrollment Agreement.	<p>(a) The name and address of the institution and the addresses where instruction will be provided.</p> <p><b>The institution's enrollment agreement failed to include a statement indicating where class sessions are held.</b></p> <p><b>To remedy the violation, the institution shall provide an updated enrollment agreement including a statement indicating where classes are held.</b></p>
§71800 - Enrollment Agreement.	<p>(b) Period covered by the enrollment agreement.</p> <p><b>The institution's enrollment agreement failed to include the period covered by the enrollment agreement.</b></p> <p><b>To remedy the violation, the institution shall provide a corrected enrollment agreement indicating the period covered by the enrollment agreement.</b></p>
§71810 - Catalog.	<p>(b) (1) The specific beginning and ending dates defining the time period covered by the catalog.</p> <p><b>The institution's catalog failed to include specific beginning and ending dates.</b></p> <p><b>To remedy the violation, the institution shall provide an updated catalog with the date listed in date, month, year format.</b></p>
§71810 - Catalog.	<p>(a)(4) Language proficiency information, including:  (A) the level of English language proficiency required of students 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><b>The institution's catalog failed to include the level of</b></p>

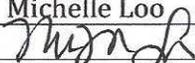
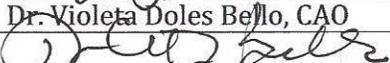
Notice to Comply – CU 74722045 0516  
Inspector's Initial: *MB*  
Administrator's Initial: *U*

	<p><b>proficiency required and the documentation required.</b></p> <p><b>To remedy the violation the institution needs to add a statement indicating the level of English language proficiency and documentation required of students to verify they meet that eligibility .</b></p>
§71810 - Catalog.	<p>(13) Housing information including all of the following:  (A) Whether the institution has dormitory facilities under its control;  (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; and  (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph.</p> <p><b>The institution's catalog failed to include whether they have a dormitory under their control and the availability and cost of housing located reasonably close to the institution.</b></p> <p><b>To remedy the violation the institution shall add a statement indicating whether they have a dormitory under their control and the availability and cost of housing located reasonably close to the institution.</b></p>
§71810 - Catalog.	<p>(15) Policies on the retention of student records.</p> <p><b>The institution's retention of records policy failed to contain the institution's own policy for record retention.</b></p> <p><b>To remedy the violation the institution shall add a statement indicating the school's retention of student records policy.</b></p>

**Only minor violations are listed on the Notice to Comply.**

Additional material violations have been found?  Y  N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Dr. Violeta Doles Bello, CAO
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 – CU 74722045 0516

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

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 **JUNE 26, 2016**

Notice to Comply – CU 74722045 0516  
Inspector's Initial: *MB*  
Administrator's Initial: *[Signature]*