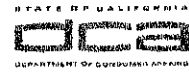




Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY – CA-81701182-1213 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	California Holistic Institute	Institution Telephone:	805-786-4808
Institution Code:	81701182	Administrator Name:	Marian Martinho
Street Address:	11555 Los Osos Valley Road Ste 108, San Luis Obispo 93405	Date of Inspection:	12/5/13

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§71750 - Withdrawals and Refunds.	<p>(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.</p> <p>(b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)(8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.</p> <p>(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the</p> <p>(e) 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. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day. One student file lacked demonstration of proper refund. Therefore impossible to determine compliance.</p>
§71920 - Student Records.	<p>(b)(1)(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. Several student files did not contain a high school diploma or its equivalent. Therefore, impossible to verify.</p>

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

§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>One student file lacked demonstration of proper refund. Therefore impossible to determine compliance.</p>
§71930 - Maintenance of Records.	<p>(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.</p> <p>Student files are kept in "HON" and "Officemax" brand file cabinets. There was no verification that these cabinets are fire resistant.</p>

Code of Regulations	Subsection and Description
§94897 - Prohibited Business Practices.	<p>(l) 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.</p> <p>Several newspaper articles stated "state approved" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter.</p>
§94902 - General Enrollment Requirements.	<p>(b)(3) Each of these items (94910 (a) to (d)) in the School 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 that contained the required School Performance Fact sheet did not include a line for the initials and date by the student.</p>
§94910 - Minimum Requirements for School Performance Fact Sheet.	<p>Prior to enrollment, an institution shall provide a prospective student with a School Performance Fact Sheet containing, at a minimum, the following information, as it relates to the educational program:</p> <p>(b) Placement rates for each educational program, as calculated pursuant to Article 16 (commencing with Section 94928), if the educational program is designed to lead to, or the institution makes any express or implied claim related to preparing students for, a recognized career, occupation, vocation, job, or job title.</p> <p>(d) Salary or wage information, as calculated pursuant to Article 16 (commencing with Section 94928).</p> <p>(f) All of the following:</p> <p>(1) A description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated or a statement informing the reader of where he or she may obtain a description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated.</p> <p>(2) A statement informing the reader of where he or she may obtain</p>

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Inspector's Initial: *DS*

Administrator's Initial: *M/K*

	<p>from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).</p> <p>(3) A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d)</p> <p>The institutions school performance fact sheet did not include the above required information.</p>
§94912 - Signature, Initials Required.	<p>Pursuant to subdivision (a) to (d) inclusive, of Section 94910, The Performance Fact Sheet 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>The student files that contained the required School Performance Fact sheet did not include a date or signature by the institution. In addition, the SPFS did not include lines for the initials and date by the student.</p>

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	<i>[Signature]</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	<i>Marian K. Martens / CEO</i>
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>

Notice to Comply – CA-81701182-1213

Inspector's Initial: *TD*

Administrator's Initial: *MM*

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

IMPORTANT COMPLIANCE NOTICE

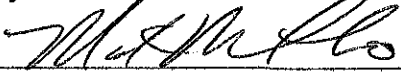
California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

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

12/30/13
Date

Marian K. Martynko, CEO
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **01/05/14**

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Inspector's Initial: JD

Administrator's Initial: MM