



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CA 92601513 0715 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Preferred College of Nursing-Bakersfield	Institution Telephone:	661-816-0452
Institution Code:	92601513	Administrator Name:	Freddie Sanchez
Street Address:	2300 Truxtun Avenue, Suite 200 Bakersfield, California 93301	Date of Inspection:	07/01/2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94900. Required Student Records	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>(2) The courses and units on which the certificate or degree was based.</p> <p>(3) The grades earned by the student in each of those courses.</p> <p>The institution failed to provide a student transcript in the files.</p>
§94909 Minimum Requirements for School Catalog	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(3) The following statements:</p> <p>(C) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."</p> <p>The institution did not include the required statements in the school catalog.</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(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</p>

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	<p>other college or university, the institution shall disclose that fact. The institution did not include the required statements in the school catalog.</p> <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, 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). The institution did not include the required statements in the school catalog.</p> <p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. The institution catalog did not contain both the total charges for a period of attendance and an estimated schedule of total charges.</p> <p>(10) A statement reporting whether the institution participates in federal and state financial aid programs, and if so, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs. The institution did not include the required statements in the school catalog.</p> <p>(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. The institution did not include the required statements in the school catalog.</p> <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 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. The institution did not include the required statements in the school catalog.</p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following: (b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student</p>

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	<p>Tuition Recovery Fund, clearly identified as nonrefundable charges. The institution did not identify the required Student Tuition Recovery Fund fee, as nonrefundable charges on the enrollment agreement.</p> <p>(c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment. The institution did not include these required statements on the enrollment agreement.</p> <p>(e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained 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, whichever is later. The institution did not include the required statement on the enrollment agreement.</p> <p>(2) The disclosure shall contain the institution's refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The institution did not include the required information on the enrollment agreement.</p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(f) A statement specifying that, if the 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. The institution did not include the required statement on the enrollment agreement.</p> <p>(g) A statement specifying that, if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:</p> <p>(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.</p> <p>(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. The institution did not include the required statement on the enrollment agreement.</p> <p>(h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909. The institution did not include the required verbatim</p>

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	statement on the enrollment agreement.
§94911 - Minimum Requirements for Enrollment Agreement.	An enrollment agreement shall include, at a minimum, all of the following: (j) The following statements: (2) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)." The institution did not include the required statement on the enrollment agreement. (k) The following statement above the space for the student's signature: "I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me." The institution did not include the required statement on the enrollment agreement.
§94912 Signature, Initials Required	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. The Institution failed to provide and keep in the file a School Performance Fact Sheet that was signed and dated by the student.

Code of Regulations	Subsection and Description
§71760 - Self-Monitoring Procedures.	Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division. Institution has failed to develop and maintain adequate procedures to assure that it is maintained and operated in compliance with the Act and this Division.
§71770 - Admissions Standards and Transferred Credits Policy.	(a)The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that: (1)Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its

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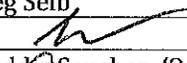
	<p>equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code. The Institution failed to maintain a High School Diploma, GED or its equivalent in the student files.</p>
71800. Enrollment Agreement	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information: (b)Period covered by the enrollment agreement. The Enrollment Agreement does not contain the period covered by the 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. The Enrollment Agreement does not contain the date by which the student must cancel or withdraw. (e)Itemization of all institutional charges and fees including, as applicable: (11)Student Tuition Recovery Fund fee (non-refundable); The Enrollment Agreement does not state that STRF is non-refundable.</p>
§71810 - Catalog.	<p>(b)The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (1)The specific beginning and ending dates defining the time period covered by the catalog; The catalog did not contain specific beginning and ending dates. (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; The catalog did not contain language proficiency information. (5)Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted; The catalog did not state if instruction would occur in a language other than English. (6)The institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program; The catalog did not have policies concerning any form of financial aid. (13)Housing information including all of the following: (A)Whether the institution has dormitory facilities under its</p>

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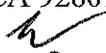
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	<p>control;</p> <p>(B)The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and</p> <p>(C)If the institution has no responsibility to find or assist 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>The catalog did not contain a housing policy.</p> <p>(15)Policies on the retention of student records.</p> <p>The catalog did not contain a policy on student records.</p>
§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>The Institution failed to maintain a refund document in the student files.</p>
§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>(5)In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A)The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p>(E)The name, address, website address, and telephone number of the institution.</p> <p>The Institution failed to maintain a student transcript with all the required information.</p>

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Freddie Sanchez /Owner
Institution Administrator's Signature:	

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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 8/2/2015

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

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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