



Bureau for Private Postsecondary Education
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY – 000271 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	City Beauty College	Institution Telephone:	916-399-8288
Inst. Code:	93832312	Administrator Name:	Thi Ngo
Street Address:	2300 Florin Road Sacramento, CA 95822	Administrator Signature:	<i>[Signature]</i>
Inspector:	<i>[Signature]</i>	Printed Name:	WAYNE BREWSTER
		Date:	6/14/2012

VIOLATION(S)

✓	Educ. Code	Description	✓	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):		§71705	Mission and Objectives.
X	§94897	Prohibited Business Practices. Subsection(s): See attachment for Subsections		§71710	Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):		§71715	Instruction. Subsection(s):
X	§94899	Approval Required for Programs Leading to Licensed Profession.		§71716	Distance Educational Programs – Specific Provisions for Instruction Not in Real Time. Subsection(s):
	§94899.5	Collection of Tuition. Subsection(s):		§71717	Satellite Locations. Subsection(s):
	§94900	Required Student Records. Subsection(s):		§71720	Faculty. Subsection(s):
X	§94900.5	Required Institutional Records. Subsection(s): See attachment for Subsections	X	§71730	Administration. Subsection(s): See attachment for Subsections
	§94901	Requirements for Recruiters. Subsection(s):	X	§71735	Facilities and Equipment. Subsection(s):
	§94902	General Enrollment Requirements. Subsection(s):		§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	X	§71750	Withdrawals and Refunds. Subsection(s): See attachment for Subsections
	§94904	Ability to Benefit Students.	X	§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):		§71770	Admissions Standards and Transferred Credits Policy. Subsection(s):
	§94906	Language of Enrollment Agreement. Subsection(s):		§71800	Enrollment Agreement. Subsection(s):
	§94907	Mandatory Internal Dispute Resolution Prohibited.	X	§71810	Catalog. Subsection(s): See attachment for Subsections
	§94908	Size of Text in Required Documents.	X	§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
X	§94909	Minimum Requirements for School Catalog. Subsection(s): See attachment for Subsections		§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):		§71920	Student Records. Subsection(s):
	§94911	Minimum Requirements for enrollment Agreement. Subsection(s):		§71930	Maintenance of Records. Subsection(s):
	§94912	Signature, Initials Required.		§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.		§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.		§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):		§74190	Agents for Service of Process; Changes.
	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s):		§76140	Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.		§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):		Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):			
	§94929.7	Documentation of Performance Data. Subsection(s):			
	§94943.5	Agent for Service of Process.			

(White) Bureau

(Yellow) Inspector

(Pink) Institution



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NOTICE TO COMPLY – 000271

INSTITUTION NAME: City Beauty College-93832312

INSPECTOR'S COMMENTS:

§94897 (c, d, e, f, i) Prohibited Business Practice. Bureau is not able to determine compliance as the institution provided advertisements printed in Vietnamese and did not provide English translation. Institution must provide certified translation to the Bureau.

§94899 Approval Required for Programs Leading to Licensed Profession. Institution was not able to provide documentation indicating educational program approval by the Board of Barbering and Cosmetology. Provide the Bureau with the educational program approval from Board of Barbering and Cosmetology.

§94900.5 (a) Required Institutional Records. Institution failed to maintain proper records of education programs and curriculum offered. Provide the Bureau with all approved educational programs and curriculum.

§94909 (a)(2) Minimum Requirements for School Catalog. Institution catalog does not state that the institution is a private institution and that it is approved to operate by the Bureau. Provide the Bureau with a revised catalog indicating the institution is a private institution and approved to operate by the Bureau.

§94909 (a)(3)(a) Institution catalog does not contain the required statement related to questions relative to the catalog. Provide the Bureau with a revised catalog indicating the required statement.

§94909 (a)(4) Institution catalog does not contain the address where instruction will be held. Provide the Bureau with a revised catalog indicating where instruction will be held.

Comments continued on attached 1 page(s).

Inspection Date: 6/14/2012 Inspector's Printed Name: Wayne Jenner Inspector Initialed: WJ
Institution Administrator Printed Name: Thi Ngo Administrator Initialed: T.N.

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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations 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(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY July 13, 2012

(White) Bureau

(Yellow) Inspector

(Pink) Institution

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 000271

Institution Name: City Beauty College- 2300 Florin Road Sacramento, CA	Institution # 93832312
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Comments:

§94909 (a)(15) Minimum Requirements for School Catalog. Institution catalog does not contain the correct Transferability of Credits and Credentials Statement. Provide Bureau with revised catalog that contains the Transferability Statement.

§71730 (b) Administration. Institution does not maintain a personnel manual for the duties, responsibilities, and performance evaluation criteria for each administrator. Provide the Bureau with a personnel manual or other documentation indicating duties, responsibilities and performance evaluation criteria for administrators.

§71750 (f) Withdrawals and Refunds. Institution does not maintain the required cancellation and withdrawal log. Institution must contain on a monthly bases a cancellation and withdrawal log containing at a minimum the names, addresses, telephone numbers and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with or withdrawn from the institution within the calendar year.

§71760 Self Monitoring Procedures. Institution does not maintain adquete procedures to assure that it is maintained and operated in compliance wwith the Act and this division. Institution shall develop and maintain adquete procedures to assure the institution is well maintained and operated in compliance with the Act and this Division.

§71810 (b)(1) Catalog. Institution catalog does not contain the specfici beginning and ending dates defining the time period covered by the catalog. Provide the Bureau with a revised catalog indicating the specific beginning and ending dates.

§71810 (b)(13) Institution catalog does not contain the required housing information. Provide the Bureau with a revised catalog indicating if the insitution provides housing to students.

Institution Administrator:	Date: 6/14/2012	Inspector:
(White) Bureau	(Yellow) Inspector	(Pink) Institution