



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



**NOTICE TO COMPLY – 000258** (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Allen's Academy of Dog Grooming	Institution Telephone:	209-607-6222
Inst. Code:	98908051	Administrator Name:	Cynthia Allen
Street Address:	3910 E. Morse Road Lodi, CA 95240	Administrator Signature:	<i>Cynthia Allen</i>
Inspector:	<i>[Signature]</i>	Printed Name:	<i>Wayne Bennett</i>
		Date:	2/11/2012

**VIOLATION(S)**

✓	Educ. Code	Description	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):	§71705	Mission and Objectives.
	§94897	Prohibited Business Practices. Subsection(s):	§71710	Educational Program. Subsection(s):
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):	§71715	Instruction. Subsection(s):
	§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): (b)	X §71730	X Administration. Subsection(s): (b)
	§94901	Requirements for Recruiters. Subsection(s):	§71735	Facilities and Equipment. Subsection(s):
	§94902	General Enrollment Requirements. Subsection(s):	§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	§71750	Withdrawals and Refunds. Subsection(s):
	§94904	Ability to Benefit Students.	X §71760	X Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):	X §71770	X Admissions Standards and Transferred Credits Policy. Subsection(s): (a)(1)
	§94906	Language of Enrollment Agreement. Subsection(s):	X §71800	X Enrollment Agreement. Subsection(s): (b)(c)(d)(e)(11)
	§94907	Mandatory Internal Dispute Resolution Prohibited.	X §71810	X Catalog. Subsection(s): (b)(8)(14)
	§94908	Size of Text in Required Documents.	§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s):
X	§94909	Minimum Requirements for School Catalog. Subsection(s): a(2,5,9,13-15)(a)(3,8)(A)(a)(8)(B)(E)(a)(3)(B)(c)	§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s):
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):	X §71920	X Student Records. Subsection(s): (b)(1)(C)(b)(4)(5)(b)(5)(A)
X	§94911	Minimum Requirements for enrollment Agreement. Subsection(s): (b)(c)(d)(e)(1-2)(f)(h)(j)(2)	X §71930	X Maintenance of Records. Subsection(s): (b)(1)
	§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.	X §76215	X Student Tuition Recovery Fund Disclosures. Subsection(s): (a)(b)
	§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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INSTITUTION NAME: Allen's Academy of Dog Grooming

INSPECTOR'S COMMENTS:

Sec. 71810 (b)(8,14) policy related to student achievement and addressing student grievance not provided. Sec. 94909 (a)(2) does not contain statement related to private institution. (a)(3)(A) does not contain required statement for contacting the Bureau. (a)(8)(A) does not contain admission policy. (a)(8)(B) contains incorrect cancellation policy. (a)(9) does not contain total and estimated charges. (a)(13) does not contain policy related to student placement services. (a)(14) does not contain student right's related to STRF. (a)(15) does not contain language related to transfer of credits or credentials. (a)(8)(E) does not contain policy related to leave of absence. (a)(3)(B) does not contain statement related to review of catalog and school performance fact sheet. (a)(3)(c) does not contain required statement for contacting the Bureau. (a)(5) does not contain complete course descriptions. Sec 71730 policy related to evaluation of administrator not provided. Sec. 71770 policy related to standards for student admission not provided. Sec 94911 (b) does not contain total charges or nonrefundable charges. (c) does not contain total charges on same page as student signature. (d) does not contain clear and conspicuous statement. (e)(1-2) does not contain clear conspicuous caption or correct refund policy. (f) does not contain statement related to obtaining a loan. (h) does not contain required transferability statement. (j)(2) does not contain required statement for contacting the Bureau. Sec. 71800 (b)(c)(d)(e)(11) does not contain required period covered by enrollment agreement, program start date, completion date, date to cancel, withdrawal date, refund policy or nonrefundable STRF. Sec 76215 (a)(b) does not contain required STRF statements. Sec 71770 (a)(1) prior education not documented prior to admission to program. Sec. 71920 (b)(1) does not retain transcripts. (b)(1)(C) does not contain any academic ability or educational achievement for admission. (b)(4) does not retain required withdrawal or graduation dates. (b)(5) does not retain transcripts. (b)(5)(A) does not retain completed, attempted course programs. Sec 71760 does not maintain adequate policy procedures. Sec 94900.5 does not retain complete and accurate records. Sec 71930 does not retain completion, withdrawal dates.

Comments continued on attached 0 page(s).

Inspection Date: 2/11/2012 Inspector's Printed Name: WYNNE FRANKER Inspector Initialed: [Signature]  
Institution Administrator Printed Name: Cynthia Allen Administrator Initialed: [Signature]

**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 MARCH 12, 2012.**

(White) Bureau (Yellow) Inspector (Pink) Institution