



Bureau for Private Postsecondary Education
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INFORMATION NOT ALLOWED

- **An institution shall not** promise or guarantee employment, or otherwise overstate the availability of jobs upon graduation.
- **An institution shall not** advertise anything about job availability, degree of skill, or length of time required to learn a trade or skill unless the information is accurate, true, and not misleading.
- **An institution shall not** advertise a distance education program without specifying in the advertisement that it is a distance education program.
- **An institution shall not** advertise, or indicate in promotional material, that the institution is accredited, unless the institution has been accredited by an accrediting agency recognized by the US Department of Education.
- **An institution shall not** solicit students for enrollment by causing an advertisement to be published in "help wanted" columns in a magazine, newspaper, or publication, or use "blind" advertising that fails to identify the institution.
- **An institution shall not** offer to compensate a student to act as an agent of the institution with regard to the solicitation, referral, or recruitment of any person for enrollment in the institution, except that an institution may award a token gift to a student for referring an individual, provided that the gift is not in the form of money, no more than one gift is provided annually to a student, and the gift's cost is not more than one hundred dollars (\$100).
- **An institution shall not** pay a student in order to get them to sign an enrollment agreement for an educational program.
- **An institution shall not** use a name in any manner improperly implying any of the following: The institution is affiliated with any government agency, public or private corporation, agency, or association if it is not, in fact, thus affiliated; the institution is a public institution; or that the institution grants degrees, if the institution does not grant degrees.
- **An institution shall not** in any manner make an untrue, false or misleading changes or statements related to, a test score, grade or record of grades, attendance record, record indicating student completion, placement, employment, salaries, or financial information, including any of the following: A financial report filed with the bureau; information or records relating to the student's eligibility for student financial aid; or any other record or document required by the bureau – including the catalog.
- **An institution shall not** willfully and knowingly falsify, destroy, or conceal any document of record while that document of record is required to be maintained and kept current by law.
- **An institution shall not** use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and observably that approval to operate means compliance with state standards. If the bureau has granted an institution approval to operate, the institution may indicate that

the institution is "licensed" or "licensed to operate," but may not state or imply that the institution or its educational programs are endorsed or recommended by the state or by the bureau, or that the approval to operate indicates that the institution exceeds minimum state standards.

- **An institution shall not** direct any individual to perform an act that violates the state laws, may not stop an individual from reporting unlawful conduct to the bureau or another government agency, and may not engage in any unfair act to persuade a student not to complain to the bureau or another government agency.
- **An institution shall not** compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admissions, student attendance, or sales of educational materials to students, except in the following circumstances:
 - (1) If the educational program is scheduled to be completed in 90 days or less, the institution shall pay compensation related to a particular student only if that student completes the educational program.
 - (2) For institutions participating in the federal student financial aid programs, this subdivision shall not prevent the payment of compensation to those involved in recruitment, admissions, or the award of financial aid if those payments are in conformity with federal regulations governing an institution's participation in the federal student financial aid programs.
- **An institution shall not** require a prospective student to provide personal contact information in order to obtain from their Web site educational program information that is required to be found and provided in the school catalog.
- **An institution shall not** offer an associate, baccalaureate, master's, or doctoral degree without disclosing to prospective students prior to enrollment if the institution or degree program is unaccredited, and any known limitations of the degree, including but not limited to, all of the following: If the career associated with the degree requires State Licensure, whether the degree allows for the student to sit for the exam in California, or any other state; a statement that reads: "A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California"; and that a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.