



NOTICE TO COMPLY

CU-3009101-11182025

Institution Name:	Westcliff University	Institution Telephone:	(949) 825-5999
Institution Code:	3009101	Administrator Name:	Dr. Matthew Hubbs
Street Address:	17877 Von Karman Ave., Suite 400 Irvine, CA 92614	Inspection Date:	November 18, 2025

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf

Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution's 2025-2026 catalog, failed to contain the required verbatim statement: "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/."</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
2	5 CCR § 71810 (b)(5)	<p>Violation Description: The institution's 2025-2026 catalog, failed to state whether any instruction will occur in a language other than English.</p> <p>Correction: The institution shall update its current catalog to state whether any instruction will occur in a</p>

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		language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, pursuant to 5 CCR § 71810 (b)(5).
3	CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (a)	<p>Violation Description: The institution's 2025-2026 catalog, failed to contain the verbatim Student Tuition Recovery Fund (STRF) disclosure:</p> <p>"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned STRF statement pursuant to CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (a).</p>
4	CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (b)	<p>Violation Description: The institution's 2025-2026 catalog, failed to contain the verbatim Student Tuition Recovery Fund (STRF) disclosure:</p> <p>"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.</p> <p>To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:</p>

Violation	Code Section Violated	Description of the violation and required correction.
		<p>1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.</p> <p>2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.</p> <p>3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.</p> <p>4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.</p> <p>5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.</p> <p>6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.</p> <p>7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.</p> <p>To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.</p> <p>A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since</p>

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		<p>the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.</p> <p>However, no claim can be paid to any student without a social security number or a taxpayer identification number.”</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned STRF statement pursuant to CEC § 94909 (a)(14) in conjunction with 5 CCR § 76215 (b).</p>
5	5 CCR § 71810 (b)(15) in conjunction with CEC § 94897 (s)	<p>Violation Description: On page 42 of the institution’s 2025-2026 catalog contains unenforceable policy regarding withholding academic transcripts until the balance is paid.</p> <p>In accordance with CEC § 94897 (s) and Civil Code section 1788.93, an institution cannot require a student to satisfy financial obligations or make arrangements for payment prior to providing a transcript to a student. The statement in the catalog does not comply with CEC § 94897 (s).</p> <p>Correction: The institution shall remove the non-compliant statement from the catalog. The institution’s policy must demonstrate compliance with 5 CCR 71810 (b)(15) and CEC § 94897 (s).</p>
6	5 CCR § 74112 (d)(3)(A)(i)	<p>Violation Description: The institution failed to identify in its 2025-2026 catalog, the job classification(s) each program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.</p> <p>Correction: The institution shall update its current catalog to include a Detailed Occupation (six-digit) level United States of Labor Standard Occupational Classification code tied to the programs, pursuant to 5 CCR § 74112 (d)(3)(A)(i).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94911 (d)	<p>Violation Description: The institution's enrollment agreement failed to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned statement, pursuant to CEC § 94911 (d).</p>
8	CEC § 94911 (c)	<p>Violation Description: On page 10 of the institution's enrollment agreement, the charges in underlined capital letters were not on the same page of the enrollment agreement in which the student's signature is required.</p> <p>Correction: The institution shall update the enrollment agreement to include the identified charges in underline capital letters followed by the relevant charges in bold on the same page of the enrollment agreement in which the student's signature is required: <u>"THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE,"</u> <u>"THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM,"</u> and <u>"THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT,"</u> pursuant to CEC § 94911 (c).</p>
9	CEC §94897 (l)	<p>Violation Description: On the institution's website https://www.westcliff.edu/about-westcliff/accreditation/ the institution states they have been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE), however the institution failed to define the terms approval to operate in accordance with CEC § 94897 (l).</p> <p>Correction: The institution shall update the statement on its website, where the institution uses the terms approval to operate state, "BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009".</p>
10	CEC § 94913 (a)(1)	<p>Violation Description: The institution's website contains a catalog with violations identified in this NTC.</p>


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		Correction: Once the institution's catalog has been updated to remedy the violation(s) identified above, the institution shall update its website to provide the current/updated institution catalog pursuant to CEC § 94913(a)(1).
11	5 CCR § 71920 (b)(5)(E)	<p>Violation Description: The institution's transcript failed to contain the website address, and telephone number of the institution.</p> <p>Correction: The institution shall update its transcript to include the website address, and telephone number of the institution, pursuant to 5 CCR § 71920 (b)(5)(E).</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Dr. Matthew Hubbs, VP Strategic Initiatives
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CU-3009101-11182025

Institution Name:	Westcliff University	Institution Telephone:	(949) 825-5999
Institution Code:	3009101	Administrator Name:	Dr. Matthew Hubbs
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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

Signature

Date

Print Name and Title