



NOTICE TO COMPLY

CU-3009311-0425

Institution Name:	Pacific College	Institution Telephone:	714-662-4402
Institution Code:	3009311	Administrator Name:	Donna Woo
Street Address:	3160 Redhill Avenue Costa Mesa, CA 92626	Inspection Date:	04/15/2025

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 catalog failed to include the required statement regarding, "The Office of Student Assistance and Relief" (OSAR), pursuant to CEC § 94909 (a)(3)(D).</p> <p>Correction: Update the catalog to include the following statement regarding OSAR, pursuant to CEC § 94909 (a)(3)(D), in its entirety:</p> <p>"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, Option #5 or by visiting www.bppe.ca.gov."</p> <p>Provide proof of the revised catalog to confirm compliance with CEC § 94909 (a)(3)(D).</p>

Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94913 (a)(2)(5)	<p>Violation Description: The institution's website: https://www.pacific-college.edu/, failed to include a clear and conspicuous link to the following information:</p> <ul style="list-style-type: none"> • A School Performance Fact Sheet for each educational program offered by the institution. (2022 / 2023) • The institution's most recent annual report submitted to the bureau. (2023) <p>Correction: Update the institution's website to include a clear and conspicuous link to the required information listed above. Provide a link of the revised website to confirm compliance with CEC § 94913 (a)(2)(5).</p>
3	5 CCR § 71800 (e)(2)	<p>Violation Description: Page 14 of the institution's catalog includes the following information listed below,</p> <p>"Registration Fee - \$100.00" Non-refundable fee</p> <p>However, the institution's enrollment agreement (EA) failed to include the required information listed above.</p> <p>Correction: Update the EA to include the required information listed above. Provide proof of the revised EA to confirm compliance with 5 CCR § 71800 (e)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
4	5 CCR § 71800 (e)(12)	<p>Violation Description: Pages 13 and 14 of the institution's catalog includes the following fees that would need to be implemented into the EA's itemization of all institutional charges table too.</p> <ul style="list-style-type: none"> • "Background Screening paid to American DataBank - \$38.00" • "Clinical Placement paid to myClinicalExchange - \$36.50" • "Drug Screening, 10-Panel paid to American DataBank - \$37.00" • "Duplicate Diploma - \$40.00" • "Immunization Compliance Tracking paid to American DataBank - \$35.00" • "Official Academic Transcript - \$5.00" • "Returned Payment Fee - \$30.00" • "Student Identification Badge or Card - \$10.00" • "Technology Fee, Undergraduate - \$150.00" • "Technology Fee, Family Nurse Practitioner - \$250.00" • Technology Fee, Registered Nursing - \$275.00 <p>Correction: Update the EA to include the fees listed above within the itemization of all charges table. Provide proof of the updated EA to confirm compliance with 5 CCR § 71800 (e)(12).</p>


Violation	Code Section Violated	Description of the violation and required correction.
5	5 CCR § 71800 (d)	<p>Violation: The institution's EA failed to include the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy.</p> <p>Correction: Update the EA to include the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy. Provide proof of the revised EA to confirm compliance with 5 CCR § 71800 (d).</p>
6	5 CCR § 76140 (3)(4)(5)(6)	<p>Violation: The institution's Student Tuition Recovery Fund (STRF) supporting data for 2024, 3rd / 4th Quarters is currently missing the following missing data points:</p> <p>(3) Email address (4) Local or mailing address (5) Address at the time of enrollment (6) Home address</p> <p>Correction: Update the 2024 3rd / 4th Quarter STRF supporting data to include the required information listed above. Please note, if the student's addresses are the same, indicate the address and please indicate "Same" for the additional columns. Provide proof of the updated STRF supporting data for 2024, 3rd / 4th Quarters to confirm compliance with 5 CCR § 76140 (3)(4)(5)(6).</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:	Donna Woo, Ed.D. President
Bureau Compliance Analyst Name:	Byron Bond
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

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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