



NOTICE TO COMPLY

CA-60985578-042425

Institution Name:	Windsor School of Nursing Assistants	Institution Telephone:	(626) 810-0058
Institution Code:	60985578	Administrator Name:	Remedios Santos
Street Address:	18780 Amar Road, Suite 203, Walnut, CA 91789	Inspection Date:	4/24/2025

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	5, CCR § 76215 (b) in conjunction with CEC § 94909 (a)(14)	<p>Violation Description: Pages 30-31 of the institution's catalog contains the required STRF statement, and the statement references the Bureau's old address and old telephone number.</p> <p>Correction: The institution shall update the STRF statement in the institution's catalog with the Bureau's current address (1747 North Market Boulevard, Suite 225, Sacramento, California, 95834), and current telephone number (916-574-8900 or 888-370-7589, pursuant to 5, CCR § 76215 (b) in conjunction with CEC § 94909 (a)(14).</p>

Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution catalog failed to include the following disclosure. “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 (www.osar.bppe.ca.gov).”</p> <p>Correction: The institution shall update the catalog to include the Office of Student Assistance and Relief disclosure, pursuant to CEC § 94909 (a)(3)(D).</p>
3	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 24 of the institution’s catalog under “Itemization of all institutional charges and fees,” section contains a few Non-Refundable charges. These fees with the exception of the Registration fee (not to exceed \$250) are refundable during the cancellation period.</p> <p>Correction: The institution shall update the fees section on page 24 of the institution’s catalog, pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b).</p>
4	CEC § 94911 (b) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 3 of the institution’s enrollment agreement under the itemization of charges contains few Non-Refundable Charges. These fees with the exception of the Registration fee (not to exceed \$250) are refundable during the cancellation period.</p> <p>Correction: The institution shall update the list of charges on page 3 of the institution’s enrollment agreement, pursuant to CEC § 94911 (b) in conjunction with CEC § 94920 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
5	5, CCR § 76215 (b) in conjunction with CEC § 94909 (a)(14).	<p>Violation Description: Page 5 of the institution's enrollment agreement contains the required STRF statement, and the statement references the Bureau's old address and old telephone number.</p> <p>Correction: The institution shall update the STRF statement in the institution's enrollment agreement with the Bureau's current address (1747 North Market Boulevard, Suite 225, Sacramento, California, 95834), and current telephone number (916-574-8900 or 888-370-7589, pursuant to 5, CCR § 76215 (b) in conjunction with CEC § 94909 (a)(14).</p>
6	CEC § 94913 (a)(2)	<p>Violation Description: The institution's website failed to update a current School Performance Fact Sheet for year 2022-2023 for each educational program offered by the institution.</p> <p>Correction: The institution shall update the institution's website, pursuant to CEC § 94913 (a)(2).</p>
7	CEC § 94913 (a)(4)	<p>Violation Description: The institution's website failed to include a link to the bureau's Internet website.</p> <p>Correction: The institution shall update the institution's website, pursuant to CEC § 94913 (a)(4).</p>
8	CEC § 94913 (a)(5)	<p>Violation Description: The institution's website failed to update the clear and conspicuous link to the institution's most recent annual report submitted to the bureau for year 2023.</p> <p>Correction: The institution shall update its website to include the above information, pursuant to CEC § 94913 (a)(5).</p>

Violation	Code Section Violated	Description of the violation and required correction.
9	CEC § 94897 (l)(1)(2)	<p>Violation Description: The institution's website state the Windsor School of nursing Assistants is approved by Bureau for Private Postsecondary Education (BPPE), however the institution failed to clearly define the term approved.</p> <p>Correction: The institution shall update the statement on institution's website to state that approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations pursuant to CEC § 94897 (l)(1)(2).</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:	Remedios Santos/CAO
Bureau Compliance Analyst Name:	Gurinder Sandhu
Bureau Compliance Analyst Signature:	<i>G Sandhu</i>

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