



NOTICE TO COMPLY

CU-1901241-08202025

Institution Name:	Lee Strasberg Theatre and Film Institute	Institution Telephone:	(323) 650-7777
Institution Code:	1901241	Administrator Name:	Laura Cromer
Street Address:	7936 Santa Monica Boulevard West Hollywood, CA 90046	Inspection Date:	August 20, 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)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: The institution's 2025 online catalog (https://docs.google.com/document/d/1TtEimn5M8AADK0ciHtYhVUwcWVZThSyR/pub) contains an unenforceable cancellation and refund policy that states "Materials Fee" and "Finance Charges", are non-refundable within the cancellation period.</p> <p>Correction: The institution shall update the refund and cancellation policy in its 2025 catalog to specify the institution will NOT withhold institutional charges exceeding \$250 if cancellation is made through the 1st class session or the 7th day after enrollment, whichever is later.</p>
2	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution's 2025 online 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,</p>

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		<p>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 catalog to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).</p>
3	CEC §94870 and §94909 (a)(9)	<p>Violation Description: The institution’s 2025 online catalog failed to contain the schedule of total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program.</p> <p>“Total charges” means the sum of institutional and noninstitutional charges.</p> <p>Correction: The institution shall update its catalog to contain the schedule of total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program.</p>
4	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p>Violation Description: On pages 2 and 4 of the institution’s enrollment agreement contains an unenforceable cancellation and refund policy that states “<i>returned bank check fee</i>”, “<i>materials</i>”, “<i>application fee</i>”, “<i>finance fee</i>”, and “<i>non-sufficient funds fee</i>” are non-refundable within the cancellation period.</p> <p>Correction: The institution shall update the refund and cancellation policy in its enrollment agreement. The policy must demonstrate compliance with CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b) by clarifying these charges are non-refundable after the cancellation period or get rid of the non-refundable statement altogether.</p>
5	5 CCR § 71800 (d)	<p>Violation Description: The institution’s enrollment agreement fails to contain the date by which the student must exercise his or her right to cancel or withdraw.</p> <p>Correction: The institution shall update their enrollment agreement to contain the date by which the student must exercise his or her right to cancel or withdraw.</p>


Violation	Code Section Violated	Description of the violation and required correction.
6	CEC § 94913 (a)(1)	<p>Violation Description: The institution's website has a link to the institution's 2025 catalog that contains violations identified in this NTC.</p> <p>Correction: Once the institution's catalog has been updated to remedy the violations, the institution shall update its website to provide the current/updated school catalog pursuant to CEC § 94913 (a)(1).</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:	Laura Cromer, Director of Admin
Bureau Compliance Analyst Name:	Beverly Tjokrosoeharto
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