



## NOTICE TO COMPLY

CA-1908371-09232025

|                   |                                               |                        |                |
|-------------------|-----------------------------------------------|------------------------|----------------|
| Institution Name: | Monarch Beauty Academy                        | Institution Telephone: | (661) 799-4995 |
| Institution Code: | 1908371                                       | Administrator Name:    | Mary Koontz    |
| Street Address:   | 23754 Valencia Boulevard<br>Valencia CA 91355 | Inspection Date:       | 9/23/2025      |

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](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 § 94913 (a)(2) in conjunction with 5CCR § 71810 (a) | <b>Violation Description:</b> The institution's website failed to contain a link to the institution's current School Performance Fact Sheets (SPFS). The SPFS' posted on the website are for 2021-2022<br><br><b>Correction:</b> To remedy this violation, the school shall update its school's website to include current links pursuant to CEC § 94913 (a)(2) and 5CCR § 71810 (a). |
| 2         | CEC § 94913 (a)(5) in conjunction with 5CCR § 71810 (a) | <b>Violation Description:</b> The institution's website failed to contain a link to the institution's most current annual report submitted to the bureau.<br><br><b>Correction:</b> To remedy this violation, the school shall update its school's website to include links pursuant to CEC § 94913 (a)(5) and 5CCR § 71810 (a).                                                      |
| 3         | 5, CCR §71800 (e)(12)                                   | <b>Violation Description:</b> The institution's enrollment agreement failed to list the institutional charges and fees (hourly rate) ;for students going over the contracted time on their enrollment agreement.                                                                                                                                                                      |

| Violation | Code Section Violated | Description of the violation and required correction.                                                                                                                                                                                          |
|-----------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                       | <b>Correction:</b> Provide an updated enrollment agreement that is corrected to comply with 5CCR § 71800 (e)(12).                                                                                                                              |
| 4         | CEC §94911 (b)        | <b>Violation Description:</b> The institution's enrollment agreement failed to list the registration fee as non-refundable.<br><br><b>Correction:</b> Provide an updated enrollment agreement that is corrected to comply with CEC §94911 (b). |

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: | Mary Koontz, Owner                                                                  |
| Bureau Compliance Analyst Name:         | Michelle Loo                                                                        |
| Bureau Compliance Analyst Signature:    |  |

## NOTICE TO COMPLY DECLARATION

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|                   |                                               |                        |                |
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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.

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Signature

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Date

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Print Name and Title