



NOTICE TO COMPLY

CU-1935991-02032026

Institution Name:	Hubbard College of Administration International	Institution Telephone:	(323) 912-1984
Institution Code:	1935991	Administrator Name:	Arthi Ramalingam
Street Address:	6464 Sunset Blvd. Suite 510 Los Angeles, CA 90028	Inspection Date:	February 3, 2026

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 § 94913 (a)(5)	Violation Description: The institution's website failed to have a clear and conspicuous link to the most recent annual report submitted to the bureau. Correction: The institution shall update its website to have a clear, and conspicuous link to their 2023 or 2024 annual report submitted to the bureau.
2	CEC § 94913 (a)(2)	Violation Description: The institution's website does not have a clear and conspicuous link to their 2023/2024 School Performance Fact Sheet for each educational program they offer. Correction: The institution shall update its website to have a clear and conspicuous link to their 2023/2024 School Performance Fact Sheet for each educational program they offer.

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94913 (a)(1)	<p>Violation Description: The institution's website contains a catalog with 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>
4	5 CCR § 76120 (a)	<p>Violation Description: The institution's website (https://hca.edu/tuition-and-fees/) contains the incorrect STRF fee. The new STRF fee is \$0.00 as of April 1, 2024.</p> <p>Correction: The institution shall update its website to have the correct STRF fee amount.</p>
5	CEC § 94897 (s)	<p>Violation Description: The institution's website (https://hca.edu/tuition-and-fees/) contains an unenforceable policy regarding academic transcripts will not be issued if there is a financial hold on the student's account.</p> <p>CA Civ Code § 1788.93. <i>Notwithstanding any provision of law, a school shall not do any of the following:</i> <i>(a) Refuse to provide a transcript for a current or former student on the grounds that the student owes a debt.</i> <i>(b) Condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.</i> <i>(c) Charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt.</i> <i>(d) Use transcript issuance as a tool for debt collection.</i></p> <p>Correction: The institution shall remove the non-compliant statement from the website. The website must demonstrate compliance with CEC § 94897 (s).</p>

Violation	Code Section Violated	Description of the violation and required correction.
6	CEC § 94909 (a)(5)	<p>Violation Description: On page 39 and 40 of the institution's 2025-2026 catalog, the total number of units required for completion of non-degree programs <i>Executive Full Hat</i> and <i>Course Supervisor Training and Supervision</i>, is not consistent with the total number of clock hours identified within the Bureau's records.</p> <p><u>The Bureau's records indicate:</u> <i>Executive Full Hat</i> - 275 Clock Hours <i>Course Supervisor Training and Supervision</i> - 319 Clock Hours</p> <p>Correction: The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of hours required for completion for <i>Executive Full Hat</i> and <i>Course Supervisor Training and Supervision</i> programs.</p> <p>If the institution did not notify Bureau's Licensing Unit of the change, the institution must contact the Bureau's Licensing Unit at BPPE.Licensing@dca.ca.gov regarding information and requirements to update Bureau records.</p> <p>Otherwise, if the Bureau's records are correct the institution shall update the catalog to reflect the total number of hours required to complete the programs, in accordance with the Bureau's records, pursuant to CEC § 94909 (a)(5).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: On pages 48, 49, and 52 of the institution's 2025-2026 catalog contains an unenforceable cancellation and refund policy that states <i>"books and supplies", "tax and shipping charges", and "equipment not returned in good condition"</i> are non-refundable.</p> <p>The cancellation policy includes the first day of instruction, or the 7th day after signing the enrollment agreement, whichever is later. If students sign the enrollment agreement on the course start date, they have the right to cancel within 7 days.</p> <p>The Bureau's cancellation and refund policy also states that the institution can only withhold a <u>"reasonable deposit or application fee"</u> not to exceed two hundred fifty dollars.</p> <p>Correction: The institution shall update the refund and cancellation policy in its 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>
8	CEC §94870 and §94909 (a)(9)	<p>Violation Description: The institution's 2025-2026 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>

Violation	Code Section Violated	Description of the violation and required correction.
9	CEC §94909 (a)(14)	<p>Violation Description: The institution's 2025-2026 catalog failed to identify the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge for its non-degree programs.</p> <p>Correction: The institution shall update its catalog to contain the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.</p>
10	5 CCR § 76215 (a)	<p>Violation Description: The institution's 2025-2026 catalog failed to include the required verbatim Student Tuition Recovery Fund (STRF) disclosures.</p> <p>Correction: The institution shall update its catalog to include the verbatim Student Tuition Recovery Fund (STRF) disclosures.</p>
11	5 CCR § 76215 (b)	<p>Violation Description: The institution's 2025-2026 catalog failed to include the required verbatim Student Tuition Recovery Fund (STRF) disclosures.</p> <p>Correction: The institution shall update its catalog to include the verbatim Student Tuition Recovery Fund (STRF) disclosures.</p>

Violation	Code Section Violated	Description of the violation and required correction.
12	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p>Violation Description: On page 3 and 10 of the institution's enrollment agreement template contains an unenforceable cancellation and refund policy that states <i>"equipment not returned in good condition, "charges clearly itemized in the enrollment agreement as being nonrefundable", "any actual housing costs incurred by the institution", and "\$500 of any nonrefundable charges for international students"</i> are non-refundable within the cancellation period.</p> <p>The cancellation policy includes the first day of instruction, or the 7th day after signing the enrollment agreement, whichever is later. If students sign the enrollment agreement on the course start date, they have the right to cancel within 7 days.</p> <p>The Bureau's cancellation and refund policy also states that the institution can only withhold a <u>"reasonable deposit or application fee"</u> not to exceed two hundred fifty dollars.</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>


Violation	Code Section Violated	Description of the violation and required correction.
13	5 CCR § 76140 (a)(1)(5)(6)(7)(8)(9)(10)(11)(12)	<p>Violation Description: The institution's 2025 4th Quarter STRF supporting documentation failed to contain record of the student's:</p> <p>(1) Student identification number, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and</p> <p>Correction: The institution shall update the 2025 4th STRF supporting documentation, pursuant to 5 CCR § 76140 (a)(1)(5)(6)(7)(8)(9)(10)(11)(12)</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:	Arthi Ramalingam, Chief Academic Officer
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