



**NOTICE TO COMPLY**  
 CU-1904881-032426

Institution Name:	North-West College	Institution Telephone:	(909) 623-1552
Institution Code:	1904881	Administrator Name:	Manpreet Sikka
Street Address:	134 West Holt Avenue, Pomona, CA 91768	Inspection Date:	3/24/26

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 § 94909 (a)(1)	<p><b>Violation Description:</b> The institution’s 2025 catalog failed to contain the institution’s telephone number.</p> <p><b>Correction:</b> The institution shall update its 2026 catalog to include the institution’s telephone number pursuant to CEC § 94909 (a)(1).</p>
2	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (d)	<p><b>Violation Description:</b> Page 107 of the institution’s 2025 catalog contain withdrawal policies that are not consistent with CEC § 94920 (d). CEC § 94920 (d) states that the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.</p> <p><b>Correction:</b> The institution shall update the refund policy in its 2026 catalog pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (d).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p><b>Violation Description:</b> Page three of the institution’s enrollment agreement contains an unenforceable policy specifying the return equipment within a certain timeframe and specific condition within the cancellation period as potential nonrefundable items. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p><b>Correction:</b> The institution shall update the enrollment agreement to include the above-mentioned policies pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b).</p>
4	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (d)	<p><b>Violation Description:</b> Page three of the institution’s enrollment agreement contained withdrawal policies that are not consistent with CEC § 94920 (d). CEC § 94920 (d) states that the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.</p> <p><b>Correction:</b> The institution shall update the refund policy in its enrollment agree pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (d).</p>
5	CEC § 94913 (a)(1)	<p><b>Violation Description:</b> The homepage of the institution’s website failed to post the most current catalog.</p> <p><b>Correction:</b> 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>
6	CEC § 94913 (a)(2)	<p><b>Violation Description:</b> The institution failed to post on its website clear and conspicuous links to the school’s 2023/2024 School Performance Fact Sheets for the medical administrative assistant program offered by the school.</p> <p><b>Correction:</b> The institution shall update its website to include a clear and conspicuous link to the school’s 2023/2024 School Performance Fact Sheets for the medical administrative assistant program offered by the school pursuant to CEC § 94913 (a)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94913 (a)(5)	<p><b>Violation Description:</b> The institution failed to post on its website clear and conspicuous links to the institution's most recent annual report submitted to the bureau.</p> <p><b>Correction:</b> The institution shall update its website to include a clear and conspicuous link to the institution's most recent annual report pursuant to CEC § 94913 (a)(5).</p>
8	CEC § 94897 (o)	<p><b>Violation Description:</b> The “Request Information” located on the main page on the institution’s website, contains a prohibitive business practice regarding requiring a prospective student to provide personal contact information in order to obtain, from the institution’s internet website, educational program information that is required to be contained in the school catalog.</p> <p><b>Correction:</b> The institution shall update its website, to remove the above-mentioned requirement pursuant to CEC § 94897 (o).</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:	Manpreet Sikka, Manager of Compliance
Bureau Compliance Analyst Name:	Alec Taub

Bureau Compliance Analyst  
Signature:

*Alec Taub*

## 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