



NOTICE TO COMPLY
 CA-78826935-04022026

Institution Name:	California City College	Institution Telephone:	(909) 280-8003
Institution Code:	78826935	Administrator Name:	Shirley Arriola
Street Address:	2060 Chicago Ave., Suite C-5 Riverside, CA 92507	Inspection Date:	April 2, 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	5 CCR § 71810 (b)(4)(B)	<p>Violation Description: Although the institution’s 2026 catalog contains English Language proficiency requirements, the catalog failed to identify whether English language services are provided and, if so, the nature of the service and its cost.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(4)(B).</p>
2	5 CCR § 71810 (b)(5)	<p>Violation Description: Although page 18 of the institution’s 2026 catalog states instruction is offered in both English and Spanish, the catalog failed to identify the level of Spanish proficiency required and the kind of documentation of proficiency.</p> <p>On page 17 the 2026 Spanish catalog, explains students who wish to take programs in Spanish must have basic level of Spanish (level 3), the catalogs failed to establish the kind of documentation to determine Spanish language proficiency.</p>

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Correction: The institution shall update both catalogs to identify the level of Spanish language proficiency required and the kind of documentation to determine Spanish language proficiency, pursuant to 5 CCR § 71810 (b)(5).</p>
3	CEC § 94909 (a)(5)	<p>Violation Description: Within the institution’s 2026 catalog, the total number of hours required for completion for the Accounting with QuickBooks and Microsoft Office (direct) and Contabilidad con QuickBooks y Microsoft Office (Spanish) (direct) is not consistent with the Bureau’s records.</p> <p>The Bureau’s Approved Program records indicate:</p> <ul style="list-style-type: none"> - Accounting with QuickBooks and Microsoft Office (direct) 425 hours - Contabilidad con QuickBooks y Microsoft Office (Spanish) (direct) 425 hours <p>Correction: The institution shall provide proof of the documentation submitted to the Bureau’s Licensing Unit for the approval to update the total number hours required for completion for the programs identified above.</p> <p>If the institution did not notify the 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 the Bureau’s records.</p> <p>Otherwise, if the Bureau’s records are correct the institution shall update the current catalogs to reflect the total number of hours required to complete the program in accordance with the Bureau’s records, pursuant to CEC § 94909 (a)(5).</p>
4	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: On page 30 the institution’s 2026 catalog, contains unenforceable statements regarding the deduction equipment within the cancellation period. This statement does not comply with CEC § 94920 (b), which clearly identify the deposit and application fee as the only non-refundable items within the cancellation period.</p>

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Correction: The institution shall update the refund and cancellation policies in its catalog. The policies must demonstrate compliance with CEC § 94909 (a)(8)(B) and CEC § 94920 (b).</p>
5	CEC § 94909 (a)(10)	<p>Violation Description: Although page 16 of the institution’s 2026 catalog states, “California City College is not eligible to offer federal financial aid” the catalog failed to include a statement reporting whether the institution participates in state financial aid programs, and if so, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs.</p> <p>Correction: The institution shall update its current catalog to include the above-mentioned information, pursuant to CEC § 94909 (a)(10).</p>
6	5 CCR § 71810 (b)(15) in conjunction with CEC § 94897 (s)	<p>Violation Description: On page 26 of the institution’s 2026 catalog contains unenforceable policy regarding withholding transcripts until all tuition and fees due are paid.</p> <p>In accordance with CEC § 94897 (s) and Civil Code section 1788.93, an institution cannot require a student to satisfy financial obligations or make arrangements for payment prior to providing a transcript to a student. The statement in the catalog does not comply with CEC § 94897 (s).</p> <p>Correction: The institution shall remove the non-compliant statement from the catalog. The institution’s policies must demonstrate compliance with 5 CCR 71810 (b)(15) and CEC § 94897 (s).</p>
7	CEC § 94911 (a)	<p>Violation Description: On page 1 of the institution’s enrollment agreement template, the total number of hours required for completion for the programs identified below, is not consistent with the Bureau’s records.</p> <p>The Bureau’s Approved Program records indicate:</p> <ul style="list-style-type: none"> - Accounting with QuickBooks and Microsoft Office (direct) 425 hours - Contabilidad con QuickBooks y Microsoft Office (Spanish) (direct) 425 hours

Violation	Code Section Violated	Description of the violation and required correction.
		<p>Correction: The institution shall provide proof of the documentation submitted to the Bureau’s Licensing Unit for the approval to update the total number hours required for completion for the programs identified above.</p> <p>If the institution did not notify the 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 the Bureau’s records.</p> <p>Otherwise, if the Bureau’s records are correct the institution shall update the enrollment agreement template to reflect the total number of hours required to complete the program, in accordance with the Bureau’s records, pursuant to CEC § 94911 (a).</p>
8	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p>Violation Description: On page 4 of the institution’s enrollment agreement template, contains an unenforceable statement regarding the deduction of equipment, including books or other materials not returned within the cancellation period.</p> <p>This statement does not comply with CEC § 94920 (b), which clearly identify the deposit and application fee as the only non-refundable items within the cancellation period.</p> <p>Correction: The institution shall update the refund and cancellation policies in its current enrollment agreement template. The policies must demonstrate compliance with CEC § 94911 (e)(2) and CEC § 94920 (b).</p>
9	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 violation(s), the institution shall update its website to provide the current/updated institution 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:	Shirley Arriola, Chief Academic Officer (CAO)
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-78826935-04022026

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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