



NOTICE TO COMPLY

CA-24852025-051526

Institution Name:	ITbiz Tech Academy	Institution Telephone:	(844) 249-2698
Institution Code:	24852025	Administrator Name:	Vanessa Russell
Street Address:	22580 Grand Street, Hayward, CA, 94541	Inspection Date:	5/15/26

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
 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)(A)	<p>Violation Description: The institution’s 2026 catalog failed to contain the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted.</p> <p>Correction: The institution shall update its 2026 catalog to include the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted, pursuant to 5 CCR § 71810 (b)(4)(A).</p>
2	CEC § 94909 (a)(9)	<p>Violation Description: The institution’s 2026 catalog failed to contain an estimated schedule of total charges for the entire educational program</p> <p>Correction: The institution shall update its 2026 catalog to include the above-mentioned estimated schedule of total charges, pursuant to CEC § 94909 (a)(9).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (d)	<p>Violation Description: Page eight of the institution's 2026 catalog contains 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>Correction: 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>
4	5 CCR § 71800 (d)	<p>Violation Description: The institution's enrollment agreement failed to include the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned date to cancel or withdraw pursuant to 5 CCR § 71800 (d).</p>
5	5 CCR § 71800 (e)(1)	<p>Violation Description: The institution's enrollment agreement failed to include the "tuition" fee in the itemization of all institutional charges and fees.</p> <p>Correction: The institution shall update its enrollment agreement to include the tuition in the itemization of all institutional charges and fees pursuant to 5 CCR § 71800 (e)(1).</p>
6	5 CCR § 71800 (e)(12) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page one of the institution's enrollment agreement contains an unenforceable statement regarding the non-refundable "Enrollment Fee". It is implied that the enrollment fee listed in the itemized list of charges is non-refundable within the cancellation period. According to CEC § 94920 (b), the law identifies a reasonable deposit or application fee as the only non-refundable items within the cancellation period.</p> <p>Correction: The institution shall update the itemization section in its enrollment agreements pursuant to 5 CCR § 71800 (e)(12) in conjunction with CEC § 94920 (b).</p>

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94911 (e)(1)	<p>Violation Description: While the institution’s enrollment agreement contains a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," the statement under the caption failed to explain that the student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>Correction: The institution shall update its enrollment agreement to include the above-mentioned explanation under the “STUDENT'S RIGHT TO CANCEL” caption, pursuant to CEC § 94911 (e)(1).</p>
8	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (d)	<p>Violation Description: The institution’s enrollment agreement failed to contain institution's refund policy that is 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>Correction: The institution shall update its enrollment agreement to include the above-mentioned refund policy pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (d).</p>
9	CEC § 94913 (a)(1)	<p>Violation Description: The homepage of the institution’s website failed to post the most current catalog.</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:	Vanessa Russell, Founding Executive Director
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	<i>Alec Taub</i>

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