



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY – CU-2700031-0818 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Wayne's College of Beauty	Institution Telephone:	(831)443-4077
Institution Code:	2700031	Administrator Name:	Moises Estrada
Street Address:	1271 N Main St. Salinas, California 93906	Date of Inspection:	8/14/2018

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:


Education Code	Subsection, Description, and Required Correction
CEC §94906. Language of Enrollment Agreement	<p>(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p> <p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>The institution failed to provide a statement indicating how the enrollment agreement, disclosures, and statements are provided to students when they are unable to understand the terms and conditions and English is not their primary language.</p> <p>To remedy the violation, the institution shall provide a statement explaining the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language with English is not his or her primary language and the student is unable to understand the terms and conditions of the enrollment agreement. The statement shall also address that a prospective student shall receive the enrollment agreement, disclosures, and statements shall be in the same language recruitment is conducted in.</p> <p>The enrollment agreement statement shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
CEC §94909. Minimum Requirements for School Catalog	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or</p>


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	<p>electronically, with a school catalog containing, at a minimum, all of the following.</p> <p>The institution failed to provide a written statement describing their policy for providing prospective students with a school catalog.</p> <p>To remedy this violation, the institution shall provide a written statement addressing their policy for providing prospective students a school catalog.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(4) The address or addresses where class sessions will be held.</p> <p>The catalog does not contain the address or addresses where class sessions will be held.</p> <p>To remedy this violation, the current catalog shall contain the address or addresses where class sessions will be held in a statement.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>The catalog does not contain the statement describing whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.</p>

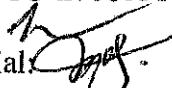
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	<p>To remedy this violation, the current catalog shall be updated to include the statement stating whether or not the institution has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(3) The following statements:</p> <p>(B) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p> <p>The catalog does not contain the specific required statement verbatim to the language quoted above.</p> <p>To remedy this violation, the current catalog shall be updated to include the statement verbatim to the specific quoted language above.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(3) The following statements:</p> <p>(A) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address*), Sacramento, CA (ZIP Code*), (Internet Web site address*), (telephone and fax numbers*)." </p> <p>*The following may be used for parentheticals:</p> <p>Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818 Website Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897</p>

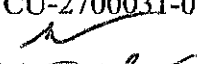
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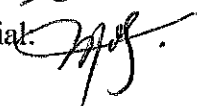
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	<p>The catalog does not contain the specific required statement verbatim to the language quoted above.</p> <p>To remedy this violation, the current catalog shall be updated to include the statement verbatim to the specific quoted language above.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(3) The following statements:</p> <p>(C) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number*) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address*)." <p style="text-align: center;">*The following may be used for parentheticals: Telephone and Fax #'s: (888) 370-7589 Website Address: www.bppe.ca.gov</p> <p>The catalog does not contain the specific required statement verbatim to the language quoted above.</p> <p>To remedy this violation, the current catalog shall be updated to include the statement verbatim to the specific quoted language above.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> </p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(15) The following statement: "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you</p>

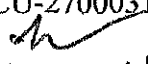
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	<p>may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer." <i>*If institution offers more than one educational program, "the educational program" may be inserted.</i></p> <p>The catalog failed to contain the specific required statement verbatim to the language above. The caption in quotations what not in all capital letters, did not state "AT OUR INSTITUTION," and the institution failed to update the parentheses pertaining to their program offerings.</p> <p>To remedy the violation, the current catalog shall be updated to include the specific required statement verbatim and in the style shown above.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The catalog failed to contain an admissions policy that included a list describing any transfer or articulation agreement between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction, or a statement the institution has not entered into an articulation or transfer agreement with any other college or university.</p> <p>To remedy the violation, the current catalog shall be updated to include a list describing any transfer or articulation agreement between the institution and any other college or university that provides for the transfer of credits earned in the program of</p>

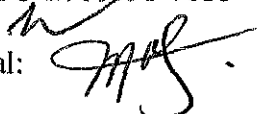
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	<p>instruction, or a statement the institution has not entered into an articulation or transfer agreement with any other college or university.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.</p> <p>The catalog failed to contain a notice stating the educational program led to a profession, occupation, trade, or career field requiring licensure in this state, and the list of the requirements for eligibility for licensure.</p> <p>To remedy the violation, the current catalog shall contain a notice stating the educational program led to a profession, occupation, trade, or career field requiring licensure in this state, and the list of the requirements for eligibility for licensure.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The catalog failed to contain a scheduled of total charges for a current period of attendance and an estimated schedule of total charges for the entire educational program. The schedule of charges identified in the catalog failed to identify the correct Student Tuition Recovery Fund (STRF) amount.</p> <p>To remedy the violation, the current catalog shall be updated to contain a scheduled of total charges for a current period of attendance and an estimated schedule of total charges for the entire educational program. The current catalog shall also be update to reflect the current STRF fee of \$0.00 per \$1,000 of institutional charges. The schedule of charges in the current catalog</p>


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	<p>shall be updated to include a description of any fees the institution may charge.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(14) A description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.</p> <p>The catalog failed to contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. 5, 5, CCR §76215(a)(b) provide specific required disclosures that satisfy this section. Those disclosures are not included in the catalog.</p> <p>To remedy the violation, the current catalog shall be updated to contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. The catalog shall contain 5, 5, CCR §76215(a)(b).</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(10) A statement reporting whether the institution participates in federal and 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>The catalog does contain a statement reporting whether the institution participates in federal and state financial aid programs, but does not contain all consumer information required to be disclosed.</p> <p>To remedy this violation, the current catalog shall be updated to contain all consumer information required to be disclosed.</p>

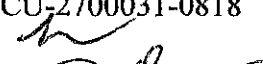
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	<p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94909. Minimum Requirements for School Catalog</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(11) A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.</p> <p>The catalog does not contain a statement specifying that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount any refund. Additionally, the catalog does not contain statement specifying that if a student has received federal student financial aid program funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.</p> <p>To remedy this violation, the current catalog shall be updated to contain a statement specifying that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount any refund. Additionally, the catalog shall contain statement specifying that if a student has received federal student financial aid program funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94911. Minimum Requirements for Enrollment Agreements</p>	<p>(f) A statement specifying that, if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.</p> <p>The enrollment agreement does not contain a statement specifying that, if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund.</p> <p>To remedy the violation, the current enrollment agreement shall be updated to contain a statement specifying that, if the student obtains a loan to pay for an educational program, the student will</p>


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	<p>have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund.</p> <p>The enrollment agreement correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94916. Statement on Loans for Students</p>	<p>An institution extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice:</p> <p>"NOTICE"</p> <p>"You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note."</p> <p>The institution did not provide the notice in quotes above to students.</p> <p>To remedy the violation, the institution shall update and provide any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan extending credit or lending money to an individual for institutional and non-institutional charges for an educational program to contain the specific required notice verbatim to the quotations above conspicuously marked and in at least 12-point type.</p> <p>The required notice shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94913. Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(4) A link to the bureau's Internet Web site.</p> <p>The institution's website does not contain a link to the bureau's Internet Web site.</p> <p>To remedy the violation, the institution's website shall be updated to include a link to the bureau's Internet Web site.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94913. Institutional Web Site Requirements</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p>

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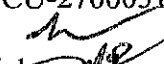
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	<p>The institution's website does not contain a School Performance Fact Sheet for each educational program offered by the institution.</p> <p>To remedy the violation, the institution's website shall be updated to contain a School Performance Fact Sheet for each educational program offered by the institution.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
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Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §71800. Enrollment Agreement</p>	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(a) The name and address of the institution and the addresses where instruction will be provided.</p> <p>The enrollment agreement does not contain the name and address of the institution, and the addresses where instruction will be provided.</p> <p>To remedy the violation, the current enrollment agreement shall be updated to contain the name and address of the institution, and the addresses where instruction will be provided.</p> <p>The enrollment agreement correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71800. Enrollment Agreement</p>	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:</p> <p>(b) Period covered by the enrollment agreement.</p> <p>The enrollment agreement does not contain the period covered by the enrollment agreement. The period covered by the enrollment agreement shall be identified in addition to the program start date and scheduled completion date, even if the date range is the same.</p> <p>To remedy the violation, the current enrollment agreement shall be updated to contain the period covered by the enrollment agreement.</p> <p>The enrollment agreement correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §76215. Student Tuition Recovery Fund Disclosures.</p>	<p>(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its</p>


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	<p>current schedule of student charges: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."</p> <p>The enrollment agreement and current schedule of charges (catalog) do not contain the specific required statements verbatim to the quotations above.</p> <p>To remedy the violation, the updated enrollment agreement and current schedule of charges shall be updated to include the specific required statements verbatim to the quotations above.</p> <p>The enrollment agreement correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p>The institution failed to provide a written statement describing their policy on updating the catalog.</p> <p>The institution shall provide a written statement addressing their policy for updating the catalog. The policy shall meet the minimum standards set forth in this section.</p> <p>The written statement shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p>

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	<p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>The catalog does not contain the specific beginning and ending dates defining the time period covered by the catalog. The catalog cover states "2014."</p> <p>To remedy the violation, the current catalog shall contain the specific beginning and ending dates (Month, Date, Year) defining the time period covered by the catalog.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction</p> <p>The catalog failed to contain a description of the types of equipment and materials that will be used for instruction.</p> <p>To remedy the violation, the current catalog shall be updated to include a description of all equipment and materials that will be used to support the instruction offered.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.</p> <p>The catalog did not contain the institution's policies and procedures for the award of credit for prior experiential learning. The policy in the catalog for the award of credit for prior experiential learning did not include assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.</p> <p>To remedy the violation, the current catalog shall be updated to include a policy for the award of credit for prior experiential learning. If credit is not granted, the policy shall state so. The policy in the catalog shall address assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.</p>


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	<p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (3) If the institution admits students from other countries, whether visa services are provided or whether the institution will vouch for student status, and any associated charges</p> <p>The catalog does not specify whether visa services are provided or whether the institution will vouch for student status. The catalog does not identify any charges associated with visa services or for vouching for student status.</p> <p>To remedy the violation, the catalog shall state whether visa services are provided or whether the institution will vouch for student status, and any associated charges for those services, if the institution admits students from other countries,.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (4) Language proficiency information, including: (A) 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; and (B) whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost.</p> <p>The catalog failed to contain the English language proficiency requirements of students and the type of documentation accepted.</p> <p>To remedy the violation, the current catalog shall be updated to contain the English language proficiency required and the type of documentation that would be accepted.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (6) The institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program.</p>

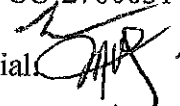
Notice to Comply – CU-2700031-0818

Inspector's Initial: 

Administrator's Initial:

	<p>The catalog does not contain the institution's policies and practices regarding any form of financial aid. The institution's website states the institution accepts Veteran's Affairs assistance and an institutional scholarship.</p> <p>To remedy this violation, the current catalog shall be updated to contain a statement reporting whether the institution participates in any financial aid programs, and does not contain all consumer information required to be disclosed.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(14) Policies on student rights, including the procedure for addressing student grievances</p> <p>The institution's catalog contains a grievance policy, but the policy seems to require students to use an internal complaint process before contacting outside agencies. CEC 94909(a)(3)(C) makes it clear that students can file a complaint with the Bureau at any time. CEC 94907 prohibits schools from having a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.</p> <p>To remedy this violation please change your grievance policy to suggest that students use an internal process first, but that it is not required and they may contact the Bureau at any time.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b)The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(13)Housing information including all of the following:</p> <p>(A)Whether the institution has dormitory facilities under its control;</p> <p>(B)The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and</p> <p>(C)If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph.</p> <p>The Institution failed to provide a complete housing statement.</p>

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Inspector's Initial: 

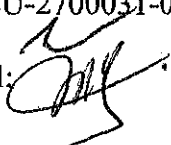
Administrator's Initial: 

	<p>To remedy this violation revise statement in the catalog to include all 3 statements.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71810. Catalog</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (15) Policies on the retention of student records.</p> <p>The institutions retention policy is not correct. It does not state that transcripts are kept indefinitely.</p> <p>To remedy this violation please correct your student records policy to state that student transcripts and degree or certificate are maintained indefinitely and all other records are maintained for 5 years.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>5, CCR §71920. Student Records</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>The institution did not maintain transcripts in each student file.</p> <p>To remedy this violation, the institution shall update the student and graduate files to contain the transcripts showing the institution's name, address, website address, and telephone number. All student and graduate files shall contain transcripts with the institution's name, address, website address, and telephone number. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is placing transcripts in each student and graduate file.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame</p>
<p>74117. Websites Requirements</p>	<p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>The School's Homepage of the website does not contain clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p>

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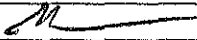
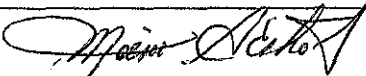
Inspector's Initial:

Administrator's Initial:



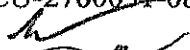
	<p>To remedy the violation, the institution's current website shall be updated to provide clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>§76140 - Record-Keeping Requirements.</p>	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (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 (13) Total institutional charges paid. <p>The institution's STRF Assessment Reporting Form back-up data for second quarter 2018 failed to include all 13 categories.</p> <p>To remedy the violation the institution shall provide the back-up data to substantiate the information reported on the STRF Assessment Reporting form for the second quarter 2018.</p> <p>A copy of the required documents shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</p>

Only minor violations are listed on a Notice to comply.

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Moises Estrada/Owner
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: 

Administrator's Initial: 

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, 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.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.


Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY September 15, 2018

Notice to Comply – CU-2700031-0818

Inspector's Initial: 

Administrator's Initial: 