



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CU-3706241-0518 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Pacific College of Oriental Medicine	Institution Telephone:	(619) 574-6909
Institution Code:	3706241	Administrator Name:	Teri Powers, Campus Director
Street Address:	7445 Mission Valley Rd Ste 105 San Diego, CA 92108	Date of Inspection:	5/9/2018

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:

ENROLLMENT AGREEMENT MINIMUM REQUIREMENTS

Item No.	Referenced Law	Deficiency - Requested Submission
1	5, CCR §71800(b)	<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 school failed to identify the period covered by the enrollment agreements.</p> <p>To remedy this violation, the school shall include period covered by the enrollment agreement.</p>
2	5, CCR §71800 (e)(11)	<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>(e) Itemization of all institutional charges and fees including, as applicable:</p> <p>(12) Any other institutional charge or fee.</p> <p>The enrollment agreement failed to include in its itemization of all fees charged for the program identified in the catalog.</p> <p>To remedy this violation, the enrollment agreement shall include all the fees identified in the catalog.</p>

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Inspector’s Initial: *[Signature]*
 Administrator’s Initial: *[Signature]*


3	CEC § 94911(c)	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p> <p>The enrollment agreement failed to identify in underlined capital letters, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p> <p>To remedy the violation, the enrollment agreement shall identify in underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, "<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>", "<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>", and "<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>".</p>
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STUDENT TUTION RECOVERY FUND

Item No.	Referenced Law	Deficiency - Requested Submission
4	5, CCR §76140(a)	<p>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.

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Inspector's Initial: 

Administrator's Initial: 

		<p>The school failed to provide the STRF backup documentation of records to substantiate the data reported on the STRF Assessment Reporting Form.</p> <p>To remedy this violation, the school shall provide the above data.</p>
5	5, CCR §76140(b)	<p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The school failed to make the STRF back up data readily available during the inspection.</p> <p>To remedy this violation, the school shall provide the STRF backup documentation in an electronic format.</p>

WEBSITE MINIMUM REQUIREMENTS

Item No.	Referenced Law	Deficiency – Requested Submission
6	<p>CEC §94913 (a)(3)</p> <p>Reference 5, CCR §74117</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(3) Student brochures offered by the institution.</p> <p>The school failed to post on internet website (https://www.pacificcollege.edu/) links to student brochures offered by the institution.</p> <p>To remedy this violation, the school shall provide on the homepage of that institution’s website, clear and conspicuous links to student brochures offered by the institution.</p> <p><i>§74117 Websites Requirements.</i> <i>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.</i></p>
7	CEC §94897(o)	<p>An institution shall not do any of the following:</p> <p>(o) Require a prospective student to provide personal contact information in order to obtain, from the institution’s Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of</p>


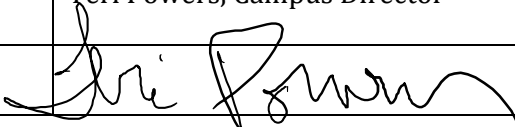
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	<p>the federal Higher Education Act of 1965, and any amendments thereto.</p> <p>The school's website requires prospective student to submit personal contact information to obtain program brochures, which is a violation of the prohibited business practices.</p> <p>To remedy this violation, the school shall allow prospective students to access and view program brochures without requiring their personal contact information.</p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Gema Fider
Inspector's Signature	
Institution Administrator Name/Title:	Teri Powers, Campus Director
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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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 June 9, 2018

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