





**NOTICE TO COMPLY** – CU-18431276-0119 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	D'Lacreme School of Cosmetology and Barbering	Institution Telephone:	(707) 427-1712
Institution Code:	18431276	Administrator Name:	Jenny Contreras
Street Address:	1787 North Texas Street Fairfield, CA 94533	Date of Inspection:	January 31, 2019

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 / Code of Regulations	Subsection, Description, and Required Correction
1.	5, CCR 71810(b)(4)	<p>5, CCR 71810(b)(4)            (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;</p> <p><b>The institution failed to include complete language proficiency information in the catalog.</b></p> <p><b>To remedy this violation, complete language proficiency information must be added to catalog including, the <u>kind of documentation of proficiency such as TOEFL that is accepted.</u></b></p> <p><b>Submit the corrected documentation to the Bureau within 30 days.</b></p>
2	5, CCR 71750(f)	<p>5, CCR 71750(f)            (f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p><b>The institution failed to keep and maintain a Cancellation/withdrawal log.</b></p>

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Inspector's Initial:   
 Administrator's Initial: 



		<p><b>To remedy this violation the institution shall create and maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</b></p> <p><b>Submit the corrected documentation to the Bureau within 30 days.</b></p>
	<p>5,CCR 71920(b)(10)</p>	<p>5,CCR 71920(b)(10)          (b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:          (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p><b>The institution failed to keep in the withdrawn student files and the required pertinent documentation regarding refund records.</b></p> <p><b>To remedy this violation the institution shall create a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</b></p> <p><b>Submit the corrected documentation to the Bureau within 30 days.</b></p>

**Only minor violations are listed on a Notice to Comply.**

Inspector's Name	Laura Cheah
Inspector's Signature	
Institution Administrator Name/Title:	Jenny Contreras, Director, Vice President
Institution Administrator's Signature:	

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](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 **MARCH 02, 2019**