



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – CU-1922781-0717 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Evangelia University	Institution Telephone:	562-864-4440
Institution Code:	1922781	Administrator Name:	Soo Young Lee
Street Address:	2660 W. Woodland Drive, Suite 200 Anaheim CA, 92801	Date of Inspection:	7/11/17

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
§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 electronically, with a school catalog containing, at a minimum, all of the following: (2) Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau.</p> <p>The institution's catalog failed to state that the institution is a private institution.</p> <p>To remedy the violation, the institution shall add a statement indicating the institution is a private institution.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a)(3) (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 catalog failed to include the required statement verbatim.</p> <p>To remedy the violation, the institution shall add the required statement verbatim to their catalog.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a)(3) (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</p>

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	<p>by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."</p> <p>The institution's catalog failed to include the required verbatim statement.</p> <p>To remedy the violation, the institution shall include the required verbatim statement in their catalog.</p> <p>A copy of the revised catalog 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>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a) (4) The address or addresses where class sessions will be held.</p> <p>The institution's catalog failed to include a statement indicating the address or addresses where class sessions will be held.</p> <p>To remedy the violation, the institution shall add a statement indicating the address where class sessions will be held.</p> <p>A copy of the revised catalog 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>§94909 - Minimum Requirements for School Catalog.</p>	<p>(a)(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 institution's catalog included Ability to Benefit exams that are no longer approved by the Department of Education and the bureau. The exams no longer accepted include: ASSET, COMPASS, DTLS and TABE.</p> <p>To remedy the violation, the institution shall remove all Ability to Benefit Exams not approved by the Department of Education and the bureau.</p> <p>A copy of the revised catalog 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>§94909 - Minimum Requirements for School Catalog.</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</p>

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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.

The institution's catalog failed to include the required statement relative to students obtaining a loan. This statement is required even if the institution does not provide loans.

To remedy the violation, the institution shall add the required statement to their catalog.

A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§94909 - Minimum Requirements for School Catalog.

(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.

§ 76215 (a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are

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enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The institution's catalog failed to include the required STRF statement.

To remedy the violation, the institution shall include the entire required language verbatim.

A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§94909 - Minimum Requirements for School Catalog.

(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 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."

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	<p>The catalog failed to include this statement verbatim. Any regulations in quotations must appear exactly as written.</p> <p>To remedy the violation, the institution shall remove the word "Important" in the title of the statement.</p> <p>A copy of the revised catalog 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>§94913 - Institutional Web Site Requirements</p>	<p>(b) An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p> <p>The institution's website failed to include a link to the bureau's website on the Accreditation tab on the school's website. The tab advertises with the bureau's logo, without a link to the bureau's website.</p> <p>To remedy the violation the institution shall add a link to the bureau's website on the Accreditation tab or remove the bureau logo.</p> <p>A printout 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>§94920 - Mandatory Cancellation, Withdrawal, and Refund Policies.</p>	<p>An institution that does not participate in the federal student financial aid programs shall do all of the following:</p> <p>(d) The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. 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>The institution's catalog and school performance fact sheet failed to include a pro-rata refund policy for students who have completed 60% or less of attendance. The institution's refund policy was calculated by weeks and did not include a compliant pro-rata refund calculation.</p> <p>To remedy the violation, the institution shall revise their refund policy to include a pro-rata refund for students who have completed 60 percent or less of the period of attendance.</p> <p>A copy of the revised catalog and school performance fact sheet shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

Code of Regulations	Subsection, Description, and Required Correction
§71810 - Catalog.	(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (9) A description of the

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	<p>facilities and of the types of equipment and materials that will be used for instruction.</p> <p>The institution's catalog failed to include a description of the types of equipment and materials that will be used for instruction.</p> <p>To remedy the violation, the institution shall add a description of the types of equipment and materials used for instruction.</p> <p>A copy of the revised catalog 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>§71770 - Admissions Standards and Transferred Credits Policy.</p>	<p>(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that: (2) Each student admitted into a post-baccalaureate degree program shall possess a bachelor's degree or its equivalent. If a graduate program leads to a profession or an occupation requiring state licensure and the licensing agency does not require that a member of the profession or occupation possess a Bachelor's degree or its equivalent, this subdivision does not apply.</p> <p>The institution's catalog includes an admissions policy allowing students to be admitted to post-baccalaureate degree programs without a Bachelor's Degree. All students admitted to a graduate program must possess a Bachelor's Degree or equivalent. Conditional admissions are not permitted.</p> <p>To remedy the violation, the institution shall remove any admissions policies that are not in compliance with the regulation stated above.</p> <p>A copy of the revised catalog 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>§74112 - Uniform Data - Annual Report, Performance Fact Sheet</p>	<p>(i) Job Placement Rates.</p> <p>(3) If the institution makes any claim related to preparing students for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.</p> <p>The institution failed to list the Standard Occupational Classification codes in their school catalog.</p>

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	<p>To remedy the violation, the institution shall add Standard Occupational Classification codes to their school catalog.</p> <p>A copy of the revised catalog 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>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(i) Job Placement Rates. (3) If the institution makes any claim related to preparing students for a job or regarding job placement, the list required by section 94910(f)(2) of the Code shall identify the employment positions by using the Detailed Occupation or six-digit level of the Standard Occupational Classification codes.</p> <p>The institution failed to list the Standard Occupational Classification codes in their school catalog. Therefore the institution shall not make any claims related to job placement rates.</p> <p>To remedy the violation the institution may use the following sample language: <i>NOTE: For this cohort, employment positions were not tracked and published to include the United States Department of Labor's Standard Occupational Classification codes using the Detailed Occupational level; therefore, we were instructed to enter ZEROS for Placement and Salary Data this year. With the new regulations for job placement and salary/wage data, the Bureau will expect the school's reporting for December 1, 2019 to comply fully for its 2018 and 2017 reporting years.</i></p> <p>A copy of the revised School Performance Fact Sheets 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>§74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(k) Salary and Wage Information. All Salary and Wage Information shall be reported to the Bureau pursuant to sections 94910(d) and 94929.5(a)(3) of the Code and shall be included in the Performance Fact Sheet, for each educational program, in a format substantially similar to the chart below (dates, numbers, salaries, and other data shown are for example only).</p> <p>The institution failed to list the Standard Occupational Classification codes in their school catalog. Therefore the institution shall not make any claims related to salary rates.</p> <p>To remedy the violation the institution may use the following sample language: <i>NOTE: For this cohort, employment positions were not tracked</i></p>

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and published to include the United States Department of Labor's Standard Occupational Classification codes using the Detailed Occupational level; therefore, we were instructed to enter ZEROS for Placement and Salary Data this year. With the new regulations for job placement and salary/wage data, the Bureau will expect the school's reporting for December 1, 2019 to comply fully for its 2018 and 2017 reporting years.

A copy of the revised School Performance Fact Sheets shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§76140 - Record-Keeping Requirements.

(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:

- (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.**

The institution's STRF Assessment Reporting Form back-up records failed to include the bolded data listed above.

To remedy the violation, the institution shall update their records to include all required data. The institution shall submit the data for 1st quarter 2017.

The institution's STRF Assessment back-up data shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§71920 - Student Records.

(b)(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.

The institution's withdrawn student files failed to contain a record of the date the student withdrew from the institution.

To remedy the violation, the institution shall provide a record of the dates of withdrawal for the three students identified

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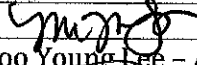

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during the inspection.

A copy of the records shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.


Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Soo Young Lee - Academic Dean
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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Administrator's Initial: SYL

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 AUGUST 12, 2017

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