



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-1002871-0618 (Ed. Code §94935 & 5, CCR §75010)

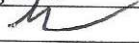
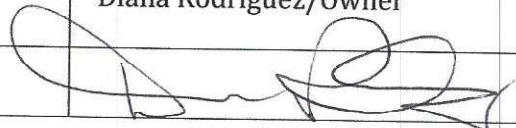
Institution Name:	Lawrence and Company College of Cosmetology	Institution Telephone:	(559) 891-8108
Institution Code:	1002871	Administrator Name:	Diana Rodriguez
Street Address:	2048 Grant Avenue Selma, California 93662	Date of Inspection:	6/5/2018

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
Code of Regulations §76140 - Record-Keeping Requirements.	<p>Subsection, Description, and Required Correction</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 first 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 first quarter 2018. 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>

Notice to Comply – CU-1002871-0618
 Inspector's Initial: *[Signature]*
 Administrator's Initial: *[Signature]*

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	Diana Rodriguez/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 **July 7, 2018**

Notice to Comply – CU-1002871-0618
Inspector's Initial: *h*
Administrator's Initial: