



**NOTICE TO COMPLY** – CU-1919521-0619 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Los Angeles Pacific College	Institution Telephone:	213-384-2318
Institution Code:	1919521	Administrator Name:	Mary Yoon
Street Address:	3325 Wilshire Blvd, Suite 550 Los Angeles, CA 90010	Date of Inspection:	6/12/2019

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:

Referenced Law	Subsection, Description, and Required Correction
§71800 - Enrollment Agreement.	<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:            (d) Date by which the student must exercise his or her right to cancel or withdraw, and the refund policy, including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Code.</p> <p>71750. Withdrawals and Refunds.            (a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.            (c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:            (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal</p> <p><b>The institution's enrollment agreement failed to include a pro-rata refund calculation compliant with the minimum requirements of the Education Code and Regulations. The pro-rata refund should be calculated as shown above.</b></p> <p><b>To remedy the violation, the institution shall revise the refund policy listed on their enrollment agreement. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</b></p>

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Inspector's Initial: *ms*  
 Administrator's Initial: *gy*

<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:  (b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as nonrefundable charges.</p> <p>76120. Amount of STRF Assessment.  (a) Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).</p> <p><b>The institution's enrollment agreement failed to list Student Tuition Recovery Fund at the current assessment of \$0 for every thousand dollars. The institution's enrollment agreement lists the assessment as \$2.50 for every \$1,000.</b></p> <p><b>To remedy the violation the institution shall revise the assessment to reflect the current charges of \$0 for every \$1,000. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</b></p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:  (i) (1) The following statement: "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."  (2) Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."</p> <p><b>The institution's enrollment agreement failed to language bolded above is missing from the statements.</b></p>

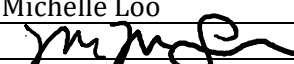
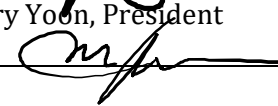
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Inspector's Initial: *MS*

Administrator's Initial: *CM*

	<p><b>To remedy the violation, the institution shall revise their current statements to include the verbatim language as shown above. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</b></p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:  (k) The following statement above the space for the student's signature:</p> <p>"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."</p> <p><b>The institution's enrollment agreement failed to include the entire verbatim statement shown above.</b></p> <p><b>To remedy the violation, the institution shall revise their current statement to include the verbatim language shown above. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</b></p>
§94908 - Size of Text in Required Documents.	<p>Any information or statement required by this article to be included in the catalog, School Performance Fact Sheet, or enrollment agreement shall be printed in at least the same size font as the majority of the text in that document.</p> <p><b>The institution's enrollment agreement included required language in a font smaller than the majority of the text. The start and end date of the enrollment agreement are in a font size significantly smaller than the majority of the document.</b></p> <p><b>To remedy the violation, the institution shall revise the enrollment agreement, so a majority of the text is the same size. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</b></p>


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

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Mary Yoon, 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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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.

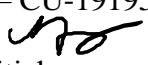
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **JULY 12, 2019**

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Administrator's Initial: 