



NOTICE TO COMPLY – CU-1940991-0819 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Calstone College	Institution Telephone:	213-738-7700
Institution Code:	1940991	Administrator Name:	Young Un Park
Street Address:	2975 Wilshire Blvd. #103 Los Angeles, CA 90010	Date of Inspection:	8/27/19

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
<p>§71775.5 - Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.</p>	<p>(a) An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:</p> <p>“Notice to Prospective Degree Program Students This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:</p> <ul style="list-style-type: none"> • Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. • Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020. <p>If this institution stops pursuing accreditation, it must:</p> <ul style="list-style-type: none"> • Stop all enrollment in its degree programs, and • Provide a teach-out to finish the educational program or provide a refund. <p>An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.</p> <p>Institutional Representative Initials: _____ Student Initials: _____ Date: _____ Date: _____”</p> <p>(b) The student and an institutional representative shall initial and date the notice prior to executing an</p>

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Inspector’s Initial: *My*
 Administrator’s Initial: *av*

	<p>enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.</p> <p>(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:</p> <p>(1) The institution's catalog where each degree program is described.</p> <p>The Institution's catalog failed to include the required statement where each degree program is described.</p> <p>To remedy the violation, the institution shall revise their catalog to include the disclosure listed above for their Master of Jewelry Arts Program. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
§71810 - Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>The institution's catalog failed to include specific beginning and ending dates. The catalog's cover says 2019 only.</p> <p>To remedy the violation, the institution shall revise their catalog to include the specific beginning and ending dates in a month, day, year format. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
§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:</p> <p>(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</p>

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	<p>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 includes an unapproved Ability to Benefit Test. All tests accepted for admissions must be on the Department of Education’s approved Ability to Benefit Exam list. (pg 11)</p> <p>To remedy the violation, the institution shall revise their catalog to include an Ability to Benefit Test approved by the Department of Education. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<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:</p> <p>(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>The institution’s catalog is missing itemized charges and the total charges for a period of attendance. (pg. 31)</p> <p>To remedy the violation, the institution shall revise their catalog to include itemized charges and a statement indicating the total cost for a period of attendance. If the charges for a period of attendance and the total charges for the entire program are the same, you may include a statement indicating this. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<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</p> <p>(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p>

	<p>The Institution's catalog failed to include a bankruptcy statement as required by the Education Code.</p> <p>To remedy the violation, the institution shall revise their catalog to include the above information required by the Education Code. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§94909 - Minimum Requirements for School Catalog.</p>	<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: (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.</p> <p>76215. Student Tuition Recovery Fund Disclosures</p> <p>(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."</p> <p>(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:</p> <p>"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.</p> <p>To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed</p>

to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

	<p>The institution's catalog failed to include a current STRF disclosure statement. As of 8/10/2017 the Student Tuition Recovery Disclosures (STRF) has changed. (page 35)</p> <p>To remedy the violation, the institution shall replace the current STRF language in their catalog with the language listed above. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§71800 - Enrollment Agreement.</p>	<p>(e) Itemization of all institutional charges and fees including, as applicable:</p> <ul style="list-style-type: none"> (1) Tuition; (2) Registration fee (non-refundable); (3) Equipment; (4) Lab supplies or kits; (5) Textbooks, or other learning media; (6) Uniforms or other special protective clothing; (7) in-resident housing; (8) Tutoring; (9) Assessment fees for transfer of credits; (10) Fees to transfer credits; (11) Student Tuition Recovery Fund fee (non-refundable); (12) Any other institutional charge or fee. <p>The institution's Enrollment Agreement failed to include several itemized charges identified in the school catalog.</p> <p>To remedy the violation, the institution shall revise their enrollment agreement to include all itemized charges listed in the school catalog. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</p>
<p>§76215 - Student Tuition Recovery Fund Disclosures.</p>	<p>(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:</p> <p>"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."</p>

	<p>The institution's enrollment agreement failed to include the most current STRF disclosure statement. As of 8/10/2017 the Student Tuition Recovery Disclosures (STRF) has changed.</p> <p>To remedy the violation the institution shall replace the current STRF language in their enrollment agreement with the language listed above. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</p>
<p>§71775.5 - Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.</p>	<p>(a) An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:</p> <p>"Notice to Prospective Degree Program Students This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:</p> <ul style="list-style-type: none"> • Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. • Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020. <p>If this institution stops pursuing accreditation, it must:</p> <ul style="list-style-type: none"> • Stop all enrollment in its degree programs, and • Provide a teach-out to finish the educational program or provide a refund. <p>An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.</p> <p>Institutional Representative Initials: _____ Student Initials: _____ Date: _____ Date: _____"</p> <p>(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.</p> <p>(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:</p> <p>(2) The institution's website where each degree program is described.</p>

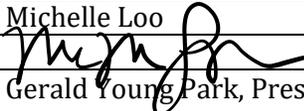
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	<p>The Institution's website failed to include the required statement where each degree program is described.</p> <p>To remedy the violation, the institution shall add the required statement as listed above for their Master of Jewelry Arts Program listed on their website. A copy of the link to the school's website and the last page of this document shall be submitted by the due date listed below.</p>
§71720 - Faculty.	<p>(b) Instructors in an Educational Program Not Leading to a Degree. (2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.</p> <p>The institution's faculty files failed to include documentation of continuing education in his or her subject area, classroom management or other courses related to teaching.</p> <p>To remedy the violation, the institution shall provide a policy and procedure that ensures instructors will maintain their knowledge by completing continuing education units. A copy of the policy and procedure shall be submitted with the last page of this document by the date specified below.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Gerald Young Park, President
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: **9/27/19**