



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 - CA 06/11/2014 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	ELS Language Centers	Institution Telephone:	415-485-3224
Institution Code:	2101311	Administrator Name:	Jeff Hutcheson
Street Address:	50 Arcacia Ave., Pennafort Hall, San Rafael, CA 94901	Date of Inspection:	6/11/14

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94909(a) - Minimum Requirements for School Catalog	Prior to enrollment, and institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all the following: Institution failed to submit a school catalog containing the minimum requirements.
§94911 - Minimum Requirements for Enrollment Agreement	An enrollment agreement shall include, at a minimum, all of the following: (a) The name of the institution and the name of the educational program, including the total number of credit hours, clock hours, or other increment required to complete the educational program: Institution failed to include in file. (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. (c) In underlined capital letters on the same page of the enrollment agreement in which the student's signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment. (e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (3) The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund. (h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909. (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

Notice to Comply

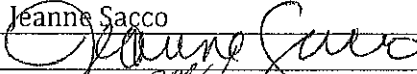
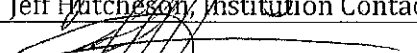
Inspector's Initial: *GP*Administrator's Initial: *JH*

	<p>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."</p> <p>(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." Institution failed to submit a school catalog containing the minimum requirements.</p>
§94913 Minimum requirements for Website	<p>An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1)The school catalog; Institution failed to maintain on its Web site a school catalog meeting minimum requirements according to CEC §94909(a).</p> <p>(2)A School Performance Fact Sheet for each educational program offered by the institution. Institution failed to maintain on its Web site a School Performance Fact Sheet meeting minimum requirements according to CEC 94929.5.</p>




Code of Regulations	Subsection and Description
71920. Minimum Requirements for Student Records	<p>(a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test; Institution failed to include in student file.</p> <p>(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes; Institution failed to include in student file.</p> <p>(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid; Institution failed to maintain a copy of the School Performance Fact Sheet signed by the student.</p> <p>(5) In addition to the requirements of section 94900(b) of the Code,</p>

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Inspector's Initial: *OS*
Administrator's Initial: *[Signature]*

	a transcript showing all of the following: Institution failed to maintain a copy of transcript in file.
§76215(a)(b) - Student Tuition Recovery Fund Disclosures	(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: Institution fail to include disclosure. (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: Institution fail to include disclosure.

Inspector's Name	Jeanne Sacco
Inspector's Signature	
Institution Administrator Name/Title:	Jeff Hitcherson, Institution Contact
Institution Administrator's Signature:	 6/11/24

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 June 11, 2014

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Inspector’s Initial:
Administrator’s Initial: