



**NOTICE TO COMPLY** – CU-3708141-0519 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Q International School	Institution Telephone:	(619) 450-2224
Institution Code:	3708141	Administrator Name:	Shaira Alam
Street Address:	1500 State Street San Diego, CA 92101	Date of Inspection:	June 18, 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:

Education Code or Code of Regulations	Subsection, Description, and Required Correction
CEC §94909	<p><b>Minimum Requirements for School Catalog</b>            (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:            (8) A detailed description of institutional policies in the following areas:            (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><b>Q International School’s Admission Requirements in the 2018-2019 catalog failed to provide a detailed description of admissions requirements for ability-to-benefit students. The catalog also failed to list the colleges and universities that Q International School has conditional agreements with (as stated on page 15).</b></p> <p><b>To remedy this violation, the institution shall list the colleges and universities that Q International School has conditional agreements with and shall indicate if they accept ATB exams in addition to or lieu of a high school diploma or GED or its equivalent. If the institution accepts ATB exams, the institution shall indicate which ATB exams are accepted and the passing score needed to be accepted at their institution. Accepted ATB exam must be approved by BPPE. You may find the list of approved BPPE approved ATB exams at the following link <a href="https://www.bppe.ca.gov/schools/ability_exam.shtml">https://www.bppe.ca.gov/schools/ability_exam.shtml</a> .</b></p> <p><b>Please be advised minimum standers for admissions 5, CCR 71770 requires students to have a high school diploma of equivalent.</b>            71770. Admissions Standards and Transferred Credits Policy            (a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational</p>

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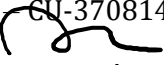
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
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	<p>program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:</p> <p>(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p><b>Options available for institutions for students who do not have a high school diploma or equivalent. CEC 94904 (a)(b)(c)</b>  <b>94904. Ability to Benefit Students</b>      (a) Except as provided in subdivision (c), before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.). The student shall not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.      (b) If the United States Department of Education does not have a list of relevant examinations that pertain to the intended occupational training, the bureau may publish its own list of acceptable examinations and required passing scores.      (c) The bureau shall, on or before July 1, 2016, review the list of examinations prescribed by the United States Department of Education. If the bureau determines there is no examination on the list appropriate for ability-to-benefit students with limited English proficiency, the bureau shall approve an alternative examination for these students. When approving the alternative examination, the bureau may consider the Comprehensive Adult Student Assessment System examination.</p>
<p><b>CEC §94909</b></p>	<p><b>Minimum Requirements for School Catalog</b>      (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:      (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><b>Q International School’s 2018-2019 catalog failed to indicate the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</b></p> <p><b>To remedy this violation, the institution shall update their catalog to indicate the schedule of <u>total charges for a period of attendance</u> and an <u>estimated schedule of total charges for the entire educational program</u>.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>

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<p><b>CEC §94909</b></p>	<p><b>Minimum Requirements for School Catalog</b>          (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:          (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 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.</p> <p><b>Q International School’s 2018-2019 catalog failed to specify 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 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.</b></p> <p><b>To remedy this violation, the institution shall update their catalog to include the full discourse listed above.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>
<p><b>5, CCR §71800</b></p>	<p><b>Enrollment Agreement</b>          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:          (b) Period covered by the enrollment agreement.</p> <p><b>Q International School’s enrollment agreement failed to include the period covered by the enrollment agreement.</b></p> <p><b>To remedy this violation, the institution shall update the enrollment agreements to include the period covered by the enrollment agreement.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>
<p><b>5, CCR §71800</b></p>	<p><b>Enrollment Agreement</b>          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><b>Q International School’s enrollment agreement failed to include the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy,</b></p>

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	<p><b>including any alternative method of calculation if approved by the Bureau pursuant to section 94921 of the Code.</b></p> <p><b>To remedy this violation, the institution shall update the enrollment agreements to include the 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.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>
<p><b>CEC §94911</b></p>	<p><b>Minimum Requirements for Enrollment Agreements</b>        An enrollment agreement shall include, at a minimum, all of the following:        (2) The disclosure shall contain the institution’s refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p><b>Q International School’s enrollment agreement failed to disclose in its refund policy a statement stating, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</b></p> <p><b>To remedy this violation, the institution shall update their enrollment agreement to disclose in its refund policy a statement stating, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>
<p><b>CEC §94911</b></p>	<p><b>Minimum Requirements for Enrollment Agreements</b>        An enrollment agreement shall include, at a minimum, all of the following:        (f) A statement specifying that, if the 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 any refund.</p> <p><b>Q International School’s enrollment agreement failed to have the required statement specifying that, if the 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 any refund.</b></p> <p><b>To remedy this violation, the institution shall update the enrollment agreement to include the full required statement specifying that, if the 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 any refund.</b></p>

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	<p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>
<p><b>CEC §94911</b></p>	<p><b>Minimum Requirements for Enrollment Agreements</b>          An enrollment agreement shall include, at a minimum, all of the following:          (g) A statement specifying that, if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:          (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.          (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.</p> <p><b>Q International School’s enrollment agreement failed to have the required statement specifying that, if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:</b>  <b>(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.</b>  <b>(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.</b></p> <p><b>To remedy this violation, the institution shall update the enrollment agreement to include the full required statement specified above.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>
<p><b>CCR §74006</b></p>	<p><b>Annual Fee</b>          (a) An institution's annual fee is due within 30 days of the date on which the institution originally receives its approval to operate and each year thereafter on the anniversary of the date of the original approval.          (b) An institution shall pay its annual fee in addition to any other applicable fees.</p> <p><b>Q International School has failed to pay their 2017 annual fee and the 90-day penalty fee.</b></p> <p><b>To remedy this violation, the institution shall contact BPPE’s Fiscal Analyst, Sean McClary at (916) 431-6959 to received guidance on how to make the payment.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 19, 2019.</b></p>

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

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Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	Shaira Alam, Center Director
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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**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 19, 2019.**

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