



**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 - CU4500031 0316 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Shasta School of Cosmetology	Institution Telephone:	530-243-7990
Institution Code:	4500031	Administrator Name:	David Hambelton
Street Address:	678 North Market Street Redding, CA 96003	Date of Inspection:	3/16/16

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:

**STUDENT TUITION RECOVERY FUND**

Education Code (CEC) or Code of Regulations (CCR)	Subsection, Description, and Required Correction
CCR §76140. Record-Keeping Requirements	<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> <ul style="list-style-type: none"> <li>(1) Student identification number,</li> <li>(2) First and last names,</li> <li>(3) Email address,</li> <li>(4) Local or mailing address,</li> <li>(5) Address at the time of enrollment,</li> <li><b>(6) Home address,</b></li> <li><b>(7) Date enrollment agreement signed,</b></li> <li>(8) Courses and course costs,</li> <li><b>(9) Amount of STRF assessment collected,</b></li> <li><b>(10) Quarter in which the STRF assessment was remitted to the Bureau,</b></li> <li><b>(11) Third-party payer identifying information,</b></li> <li>(12) Total institutional charges charged, and</li> <li>(13) Total institutional charges paid.</li> </ul> <p>The institution did not maintain records of STRF eligibility for all students the met all of the requirements noted above.</p> <p>To remedy this violation, the institution shall establish and maintain records of eligibility for each student for the bolded items above..</p> <p>The 2015 STRF eligibility documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

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Administrator's Initial: *DH*

**CCR §76140. Records-Keeping Requirements**

(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

**The institution did not maintain the 13 required data points for each student in an electronic format. The documentation was not made immediately available.**

**To remedy this violation, the institution shall maintain the required data points in an electronic format and in an intelligible and orderly manner.**

**The 2015 STRF Assessment Reporting Forms shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.**

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Administrator's Initial: *[Signature]*

**ANNUAL REPORT & SCHOOL PERFORMANCE FACT SHEET**

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p><b>CCR §74112. Uniform Data- Annual Report, Performance Fact Sheet</b></p>	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, <b>email address</b>, program completed, program start and completion dates, place of employment and <b>position</b>, salary, hours, and a <b>description of all attempts to contact each student</b>. <b>Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</b></p> <p><b>The institution did not provide complete documentation to substantiate the data provided in the PFS. The documentation was missing the bolded information above.</b></p> <p><b>To remedy the violation, the institution shall collect and maintain documentation to substantiate the data reported in the current 2013/2014 PFS. The documentation shall contain all elements identified in the Regulation bolded above.</b></p> <p><b>The corrections to the PFS substantiating documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>

**STUDENT FILES**

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p><b>CEC §94902. General Enrollment Requirements</b></p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p><b>The Performance Fact Sheets found in student and graduate files did not contain a space for the student to date next to their initials for Completion, Placement, License Examination, and Salary and Wage Data.</b></p>

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	<p>contain a space for the student to date next to their initials for Completion, Placement, License Examination, and Salary and Wage Data.</p> <p>To remedy the violation, the institution shall submit a copy of an executed Performance Fact Sheet showing Completion, Placement, License Examination, and Salary and Wage Data with the student's initial and date. The signed, initialed, and dated document shall be maintained in the student's file.</p> <p>The corrections to the Performance Fact Sheet and student records shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p><b>CEC §94912. Signature, Initials Required</b></p>	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p>The Performance Fact Sheets found in student and graduate files did not contain a space for the student to date next to their initials for Completion, Placement, License Examination, and Salary and Wage Data. Not all student files contained a copy of the Performance Fact Sheet</p> <p>To remedy the violation, the institution shall submit a copy of an executed Performance Fact Sheet showing Completion, Placement, License Examination, and Salary and Wage Data with the student's initial and date. The signed, initialed, and dated document shall be maintained in the student's file.</p> <p>The corrections to the Performance Fact Sheet and student records shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p><b>CCR §71920. Student Records.</b></p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid</p> <p>A student file did not contain a copy of the Performance Fact Sheet, which shall be signed, initialed, and dated by the student.</p> <p>To remedy the violation, the institution shall submit a copy of an executed Performance Fact Sheet showing Completion, Placement, License Examination, and Salary and Wage Data with the student's initial and date. The signed, initialed, and dated document shall be maintained in the</p>

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	<p>student's file.</p> <p>The corrections to the Performance Fact Sheet and student records shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
CCR §71920. Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>Student files did not contain transcripts containing the institution's address, website address, and telephone number.</p> <p>To remedy the violation, the institution shall submit a copy of an updated transcript including the institution's address, website address, and telephone number. Corrected transcripts shall be updated in student files.</p> <p>The corrections to the transcripts shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>


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

Additional material violations have been found?  Y / N (Circle one)

If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	David Hambelton, CEO
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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**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 April 16, 2016.**

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Inspector's Initial: *MW*  
Administrator's Initial: *DAH*