



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 - CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

| | | | |
|-------------------|---|------------------------|-----------------|
| Institution Name: | International College of Beauty Arts & Sciences | Institution Telephone: | 818-280-4898 |
| Institution Code: | 59342120 | Administrator Name: | Sonia Boghosian |
| Street Address: | 5225 San Fernando Road West Los Angeles, CA 90039 | Date of Inspection: | 10/12/2016 |

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 | Subsection, Description, and Required Correction |
|--|---|
| CEC §94906. Language of Enrollment Agreement | <p>(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p> <p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>The institution failed to provide a statement indicating how the enrollment agreement, disclosures, and statements are provided to students when they are unable to understand the terms and conditions and English is not their primary language.</p> <p>To remedy the violation, the institution shall provide a statement explaining the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language with English is not his or her primary language and the student is unable to understand the terms and conditions of the enrollment agreement. The statement shall also address that a prospective student shall receive the enrollment agreement, disclosures, and statements shall be in the same language recruitment is conducted in.</p> <p>The enrollment agreement statement shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| CEC §94916. Statement on Loans for Students | An institution extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness |

Notice to Comply - CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

| | |
|--|--|
| | <p>taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice: "NOTICE" "You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note."</p> <p>The institution did not provide the notice in quotes above to students.</p> <p>To remedy the violation, the institution shall update and provide any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan extending credit or lending money to an individual for institutional and non-institutional charges for an educational program to contain the specific required notice verbatim to the quotations above conspicuously marked and in at least 12-point type.</p> <p>The required notice 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>CEC §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>The institution failed to provide a written statement describing their policy for providing prospective students with a school catalog.</p> <p>To remedy this violation, the institution shall provide a written statement addressing their policy for providing prospective students a school catalog.</p> <p>The catalog correction 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>CEC §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>(2) Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau.</p> <p>The catalog failed to state the institution is private institution and it failed to state what approval means.</p> |


Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: *W*

Administrator's Initial: *AB*

| | |
|--|---|
| | <p>To remedy this, the institution shall update the current catalog to state the institution is a private institution and that it is approved to operate by the Bureau, and include an explanation of what approval to operate means pursuant to CEC §94897(l). Approval to operate means the institution has met the minimum standards set for by the California Education Code and Title 5, Division 7.5 of the California Code of Regulations.</p> <p>The catalog correction 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>CEC §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 catalog does not contain the statement describing 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.</p> <p>To remedy this violation, the current catalog shall be updated to include the statement stating whether or not the institution 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.</p> <p>The catalog correction 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>CEC §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>(3) The following statements:</p> <p>(B) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p> |

Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|--|--|
| | <p>The catalog does not contain the specific required statement verbatim to the language quoted above.</p> <p>To remedy this violation, the current catalog shall be updated to include the statement verbatim to the specific quoted language above.</p> <p>The catalog correction 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>CEC §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>(15) The following statement: "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer." <i>*If institution offers more than one educational program, "the educational program" may be inserted.</i></p> <p>The catalog failed to contain the specific required statement verbatim to the language above.</p> <p>To remedy the violation, the current catalog shall be updated to include the specific required statement verbatim and in the style shown above.</p> <p>The catalog correction 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>CEC §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>(8) A detailed description of institutional policies in the following areas: (A) Admissions policies, including the institution's policies regarding</p> |

Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

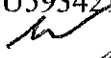
Inspector's Initial:

Administrator's Initial:



| | |
|--|--|
| | <p>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>The catalog failed to contain a statement concerning the requirements for ability to benefit students and the acceptance of credits earned at other institutions or through challenge examinations and achievement tests..</p> <p>To remedy the violation, the current catalog shall be updated to include a statement in the catalog concerning the admissions requirements for ability to benefit students and the acceptance of credits earned at other institutions or through challenge examinations and achievement tests. If you do not accept ability to benefit students or you don't accept credits from other institutions, please make a statement to that effect.</p> <p>The catalog correction 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>CEC §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>(5) A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.</p> <p>The institution is offering courses on the website and in the catalog that they are not approved to offer.</p> <p>To remedy this violation revise catalog and website by removing the unapproved courses until approval can be granted.</p> <p>71660. Notification of Non-Substantive Changes. An institution shall notify the Bureau of a non-substantive change including: change of location of less than 10 miles; addition of a program related to the approved programs offered by the institution; All such notifications shall be made within 30 days of the change and sent to the Bureau, in writing, to the address listed in section 70020.</p> <p>The catalog correction shall be submitted with the institution's</p> |

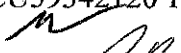
Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|--|---|
| | <p>response to the NTC and the last page of this document within the specified time frame.</p> |
| CEC §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>(6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.</p> <p>The catalog failed to contain a notice stating the educational program led to a profession, occupation, trade, or career field requiring licensure in this state, and the list of the requirements for eligibility for licensure.</p> <p>To remedy the violation, the current catalog shall contain a notice stating the educational program led to a profession, occupation, trade, or career field requiring licensure in this state, and the list of the requirements for eligibility for licensure.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| CEC §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>(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 institutions catalog failed to provide both the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>To remedy this violation please provide both the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program, if they are the same, please make a statement to that effect.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| CEC §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>(14) A description of the student's rights and responsibilities with</p> |

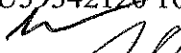
Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|---|---|
| | <p>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. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.</p> <p>The catalog failed to contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. 5, 5, CCR §76215(a)(b) provide specific required disclosures that satisfy this section. Those disclosures are not included in the catalog.</p> <p>To remedy the violation, the current catalog shall be updated to contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. The catalog shall contain 5, 5, CCR §76215(a)(b). The statement needs to be verbatim.</p> <p>The catalog correction 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>CEC §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>(8) A detailed description of institutional policies in the following areas:</p> <p>(B) Cancellation, withdrawal, and refund policies, including an explanation 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. 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 consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>The catalog does not contain a provision for student to cancel the enrollment agreement and obtain a refund of all charges through the first class session, or the seventh day after enrollment, whichever is later. The catalog does not contain a withdrawal and refund policy that gives the student the right to a pro-rata refund for students who withdraw and have completed 60% or less of the scheduled period of attendance</p> <p>To remedy this violation, the current catalog shall be updated to contain a cancellation policy providing a student to cancel the enrollment agreement and obtaining a refund of all charges through the first class session, or the seventh day after enrollment, whichever is later. The current catalog shall be updated to contain a withdrawal and refund policy that entitle a student the right to a pro-rata refund</p> |

Notice to Comply – CU59342120-1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|--|--|
| | <p>if a student has complete 60% or less of the scheduled period of attendance and withdraws.</p> <p>The catalog correction 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>CEC §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>(7) Information regarding the faculty and their qualifications.</p> <p>The catalog contained insufficient information regarding faculty and their qualification.</p> <p>To remedy this violation, the current catalog shall be updated to include detailed information regarding faculty qualifications, such as the courses or components taught, experience and their licensure history.</p> <p>The catalog correction 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>CEC §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>(8) A detailed description of institutional policies in the following areas:</p> <p>(C) Probation and dismissal policies.</p> <p>The catalog does not contain the institution's probation and dismissal policies.</p> <p>To remedy this violation, the current catalog shall be updated to contain the institution's attendance policies.</p> <p>The catalog correction 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>CEC §94910. Minimum Requirements for School Performance Fact Sheet.</p> | <p>(f) All of the following:</p> <p>(1) A description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated or a statement informing the reader of where he or she may obtain a description of the manner in which the figures described in subdivisions (a) to (d), inclusive, are calculated.</p> <p>The PFS did not contain a description of how the data for completion rates, placement rates, license examination passage rates, and salary data was calculated. In addition, the PFS does not contain a</p> |

Notice to Comply – CU59342120.1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial:

Administrator's Initial:



| | |
|--|--|
| | <p>statement informing the reader of where he or she may obtain said description.</p> <p>To remedy the violation, the institution shall update the current 2013/2014 PFS to contain a description of how the data for completion rates, placement rates, license examination passage rates, and salary data was calculated. Alternatively, the PFS may contain a statement informing the reader of where he or she may obtain said description.</p> <p>The PFS correction 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>CEC §94910. Minimum Requirements for School Performance Fact Sheet.</p> | <p>(f) All of the following: (2) A statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field for which a student received education and training for the calculation of job placement rates as required by subdivision (b).</p> <p>The PFS did not contain a statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field.</p> <p>To remedy the violation, the institution shall update the current 2013/2014 PFS to contain a statement informing the reader of where he or she may obtain from the institution a list of the employment positions determined to be within the field.</p> <p>The PFS correction 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>CEC §94910. Minimum Requirements for School Performance Fact Sheet.</p> | <p>(f) All of the following: (3) A statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information used to substantiate the salary disclosure as required by subdivision (d).</p> <p>The PFS did not contain a statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information the institution used to substantiate the salary disclosure.</p> <p>To remedy the violation, the institution shall update the current 2013/2014 PFS to contain a statement informing the reader of where he or she may obtain from the institution a list of the objective sources of information the institution used to substantiate the salary disclosure.</p> <p>The PFS correction shall be submitted with the institution's response</p> |

Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)


Inspector's Initial: *AB*

Administrator's Initial: *AB*

| | |
|---|--|
| | <p>to the NTC and the last page of this document within the specified time frame.</p> |
| <p>CEC §94913. Institutional Web Site Requirements</p> | <p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>The institution's website does not contain 2013/2014 Performance Fact Sheets with accurate information.</p> <p>To remedy the violation, the institution's website shall be updated to contain the updated and corrected 2013/2014 Performance Fact Sheets.</p> <p>A printout of or a link to the updated website 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>§94897. Prohibited Business Practices</p> | <p>An institution shall not do any of the following: (1) Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau. (2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>Institution website uses approved by without stating what approval means. Seems to imply they exceed minimum standards. Also has code 94311 with is no longer used.</p> <p>To remedy this violation, the institution shall state what approval means so that it does not imply you exceed minimum standards and remove code 94311.</p> <p>Example: "This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations."</p> <p>The updates to the website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |

| Code of Regulations | Subsection, Description, and Required Correction |
|-------------------------|--|
| 5, CCR §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 catalog does not contain the specific beginning and ending dates defining the time period covered by the catalog. The catalog cover states "2014."</p> <p>To remedy the violation, the current catalog shall contain the specific beginning and ending dates (Month, Date, Year) defining the time period covered by the catalog.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| 5, CCR §71810. Catalog. | <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.</p> <p>The catalog did not contain the institution's policies and procedures for the award of credit for prior experiential learning.</p> <p>To remedy the violation, the current catalog shall be updated to include a policy for the award of credit for prior experiential learning. If credit is not granted, the policy shall state so. The policy in the catalog shall address assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.</p> <p>The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p> |
| 5, CCR §71810. Catalog. | <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(4) Language proficiency information, including:</p> <p>(A) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and</p> <p>(B) whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost.</p> <p>The catalog failed to contain the English language proficiency requirements of students and the type of documentation accepted.</p> <p>To remedy the violation, the current catalog shall be updated to</p> |


Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|--|---|
| | <p>contain the English language proficiency required and the type of documentation that would be accepted. Such as: "A student must have a score of 500 on the TOEFL exam." Or "The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam."</p> <p>The catalog correction 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>5, CCR §76215. Student Tuition Recovery Fund Disclosures.</p> | <p>(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: "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. 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 either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." (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: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to</p> |

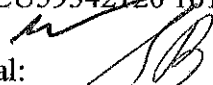
Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|--------------------------------|--|
| | <p>pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.</p> <p>4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.</p> <p>5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number.</p> <p>The catalog failed to contain the specific required disclosures verbatim to the language in quotations.</p> <p>To remedy the violation, the current catalog shall be updated to contain the specific required disclosures verbatim to the language in quotations.</p> <p>The catalog correction 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>5, CCR §71810. Catalog.</p> | <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(14) Policies on student rights, including the procedure for addressing student grievances</p> <p>The institution's catalog contains a grievance policy, but the policy requires students to use an internal complaint process before contacting outside agencies. CEC 94909(a)(3)(C) makes it clear that students can file a complaint with the Bureau at any time. CEC 94907 prohibits schools from having a provision that requires a student to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.</p> <p>To remedy this violation please change your grievance policy to suggest that students use an internal process first, but that it is not required and they may contact the Bureau at any time.</p> <p>The catalog correction 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>5, CCR §71810. Catalog.</p> | <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(12) A description of all student services.</p> <p>The catalog does not contain a description of all student services offered by the institution.</p> <p>To remedy this violation, the current catalog shall be updated to</p> |


Notice to Comply – CU59342120-1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial:

| | |
|--------------------------------|---|
| | <p>contain a description of all student services offered by the institution.</p> <p>The catalog correction 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>5, CCR §71810. Catalog.</p> | <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(13) Housing information including all of the following:</p> <p>(A) Whether the institution has dormitory facilities under its control;</p> <p>(B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and</p> <p>(C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph</p> <p>The Institution failed to provide a complete housing statement.</p> <p>To remedy this violation revise statement in the catalog to include all 3 statements. See Example below:</p> <p>International College of Beauty Arts & Sciences does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$400,000 and rent for a 1 bedroom apartment is approximately \$1200.</p> <p>The catalog correction 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>5, CCR §71810. Catalog.</p> | <p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(15) Policies on the retention of student records.</p> <p>The institution did not state a student records retention policy.</p> <p>To remedy this violation please state your student records policy. It should state that student transcripts and degree or certificate are maintained indefinitely and all other records are maintained for 5 years</p> <p>94900. Required Student Records</p> <p>(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.</p> <p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that</p> |


Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 

| | |
|---|---|
| | <p>degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses.</p> <p>The catalog correction 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>5, CCR §74112. Uniform Data- Annual Report, Performance Fact Sheet</p> | <p>(a) Format. The format for the Performance Fact Sheet shall be in at least 12 pt. type, in an easily readable font, with 1.15 line spacing. The Performance Fact Sheet shall contain all and only the information required or specifically permitted by section 94910 of the Code or this chapter.</p> <p>The Performance Fact Sheet submitted is not printed in at least 12 pt. type, and does not contain all and only the information required or specifically permitted by CEC §94910 or this Chapter. The Format of the School Performance Fact Sheets are substantially different than what is acceptable. There should also be a school performance fact sheet for each program offered.</p> <p>To remedy the violation, the institution shall submit a Performance Fact Sheet printed in at least 12 pt. type, containing all and only the information required or specifically permitted by CEC §94910 or this Chapter.</p> <p>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.</p> |
| <p>5, CCR §71650(a)</p> | <p>(a) An institution seeking to change its educational objectives shall complete the "Change in Educational Objectives" form (OBJ rev. 2/10) to obtain prior authorization. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(c) of the Code.</p> <p>The Institution failed to notify the Bureau of a change in its educational objectives. The institution has unapproved courses in the catalog and on the website that they are not approved for. The website also states classes taught in Spanish, the institution is not approved to teach course in Spanish. Needs prior approval.</p> <p>To remedy this violation revise catalog and website by removing the unapproved courses until approval can be granted.</p> <p>71660. Notification of Non-Substantive Changes. An institution shall notify the Bureau of a non-substantive change including: change of location of less than 10 miles; addition of a program related to the approved programs offered by the institution;</p> |


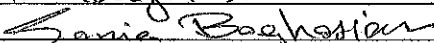
Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 


| | |
|--|---|
| | <p>All such notifications shall be made within 30 days of the change and sent to the Bureau, in writing, to the address listed in section 70020.</p> <p>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.</p> |
|--|---|

Only minor violations are listed on a Notice to Comply.

| | |
|--|--|
| Inspector's Name | CREO SEIB |
| Inspector's Signature |  |
| Institution Administrator Name/Title: | Samia Boghosian |
| 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>

Notice to Comply – CU59342120 1016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

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 11/13/2016

Notice to Comply – CU59342120 T016 (Ed. Code § 94935, 5 CCR § 75010)

Inspector's Initial: 

Administrator's Initial: 