



NOTICE TO COMPLY – CU-76587387-2019 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	The Accounting Academy	Institution Telephone:	(858) 836-1420
Institution Code:	76587387	Administrator Name:	William Setterlund
Street Address:	7283 Engineer Road, Suite H San Diego, CA 92111	Date of Inspection:	June 19, 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
CCR §94909	<p>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>(4) The address or addresses where class sessions will be held.</p> <p>The Accounting Academy’s January 1, 2019- December 31, 2020 catalog failed to clearly state where class sessions will be held.</p> <p>To remedy this violation, the institution shall update their catalog to clearly state where class sessions will be held.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71810	<p>Catalog</p> <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 Accounting Academy’s January 1, 2019- December 31, 2020 catalog failed to include 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>To remedy this violation, the institution shall update their catalog to include 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>

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Inspector’s Initial: *[Signature]*
 Administrator’s Initial: *WJS*

	<p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71810	<p>Catalog</p> <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: (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 (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 Accounting Academy’s January 1, 2019- December 31, 2020 catalog failed to include 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.</p> <p>To remedy this violation, the institution shall update their catalog to include 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.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
CCR §94909	<p>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 Accounting Academy’s January 1, 2019- December 31, 2020 catalog failed to include 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, the institution shall update their catalog to indicate the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. If charges are the same the catalog must indicate that.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §76215	<p>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>

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.”

(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:

“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.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed 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.

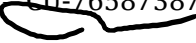
However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

The Accounting Academy’s January 1, 2019- December 31, 2020 catalog failed to include the most current STRF disclosure listed above.

To remedy this violation, the institution shall update their catalog to include the most current STRF disclosure listed above.

	<p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by July 22, 2019.</p>
CCR §94909	<p>Minimum Requirements for School Catalog (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>The Accounting Academy's January 1, 2019- December 31, 2020 catalog failed to include the full loan disclosure listed above.</p> <p>To remedy this violation, the institution shall update their catalog to include the full loan disclosure listed above.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71810	<p>Catalog (b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (13) Housing information including all of the following: (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.</p> <p>The Accounting Academy's January 1, 2019- December 31, 2020 catalog failed to indicate an estimation of the approximate cost or range of cost of the housing located near the institution.</p> <p>To remedy this violation, the institution shall update their catalog to include the approximate cost or range of cost of the housing located near the institution.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71810	<p>Catalog (b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (15) Policies on the retention of student records.</p> <p>The Accounting Academy's January 1, 2019- December 31, 2020 catalog failed to indicate that student records are kept pertinently in accordance with CEC §94900(a)(1-3) and 5, CCR §71930(b)(1), .</p> <p>To remedy this violation, the institution shall update their catalog to indicate that student transcripts are kept pertinently.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by July 22, 2019.</p>


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Inspector's Initial: 

Administrator's Initial: 

5, CCR §71800	<p>Enrollment Agreement 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: (a) The name and address of the institution and the addresses where instruction will be provided.</p> <p>The Accounting Academy’s enrollment agreement failed to include the addresses where instruction will be provided.</p> <p>To remedy this violation, the institution shall update their enrollment agreement to include the addresses where instruction will be provided.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71800	<p>Enrollment Agreement 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>The Accounting Academy’s enrollment agreement failed to clearly identify the period covered by the enrollment agreement.</p> <p>To remedy this violation, the institution shall update their enrollment agreement to clearly identify the period covered by the enrollment agreement.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71800	<p>Enrollment Agreement 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>The Accounting Academy’s enrollment agreement failed to provide the specific date by which the student must exercise his or her right to cancel or withdraw.</p> <p>To remedy this violation, the institution shall update their enrollment agreement to include the addresses where instruction will be provided.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
5, CCR §71800	<p>Enrollment Agreement 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: (e) Itemization of all institutional charges and fees including, as applicable: (3) Equipment (5) Textbooks, or other learning media (12) Any other institutional charge or fee.</p>

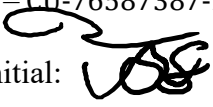
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Inspector’s Initial: 

Administrator’s Initial: 

	<p>The Accounting Academy’s enrollment agreement failed to properly itemize each institutional charge individually.</p> <p>To remedy this violation, the institution shall update enrollment agreement and individually itemize materials, equipment and other charges (books, other learning media etc.).</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
<p>5, CCR §76215</p>	<p>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. 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 Accounting Academy’s enrollment agreement failed to include the most current STRF disclosure listed above.</p> <p>To remedy this violation, the institution shall update all enrollment agreement to include the most current STRF disclosure listed above.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
<p>CEC §94911</p>	<p>Minimum Requirements for Enrollment Agreements</p> <p>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>The Accounting Academy’s refund policy on the enrollment agreement failed to state 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>To remedy this violation, the institution shall update all enrollment agreement to state 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>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
<p>CEC §94911</p>	<p>Minimum Requirements for Enrollment Agreements</p> <p>An enrollment agreement shall include, at a minimum, all of the following:</p>


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Administrator’s Initial: 

	<p>(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.</p> <p>The Accounting Academy’s refund policy on the enrollment agreement failed to 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.</p> <p>To remedy this violation, the institution shall update all enrollment agreement to 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.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
<p>CEC §94911</p>	<p>Minimum Requirements for Enrollment Agreements</p> <p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(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>The Accounting Academy’s enrollment agreement failed 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.</p> <p>To remedy this violation, the institution shall update all 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.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>
<p>CEC 94916</p>	<p>Statement on Loans to Students</p> <p>An institution extending credit or lending money to an individual for institutional and noninstitutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness 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:</p> <p>“NOTICE”</p> <p>“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 Accounting Academy’s enrollment agreement failed to include the verbatim required statement listed above.</p> <p>To remedy this violation, the institution shall update all enrollment agreement to include the verbatim required statement as listed above.</p> <p>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by July 22, 2019.</p>

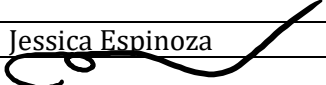

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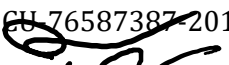

Administrator’s Initial: 

<p>5, CCR §76130</p>	<p>Collection and Submission of Assessments</p> <p>(b) A qualifying institution shall complete the STRF Assessment report and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:</p> <p>(1) April 30 for the first quarter, (4) January 31 for the fourth quarter.</p> <p>The Accounting Academy failed to submit their 4th quarter 2016, 4th quarter 2017 and 1st quarter 2018 STRF Assessment Reporting Forms when required.</p> <p>To remedy this violation, the institution shall submit their 4th quarter 2016, 4th quarter 2017 and 1st quarter 2018 STRF Assessment Form and shall contact BPPE's Administration Unit at (916) 431-6959 to insure the STRF Assessment Form is properly submitted.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by July 22, 2019.</p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Jessica Espinoza
Inspector's Signature	
Institution Administrator Name/Title:	William Setterlund/Owner
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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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.

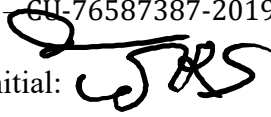
Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **July 22, 2019**

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Inspector's Initial: 

Administrator's Initial: 