



**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 - CU-76587552-0718 (Ed. Code §94935 & 5, CCR §75010)**

Institution Name:	AAA Institute	Institution Telephone:	818-386-2109
Institution Code:	76587552	Administrator Name:	Shah H. Raza
Street Address:	21300 Victory Blvd. Suite 220 Woodland Hills, CA 91367	Date of Inspection:	7/18/18

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:

Referenced Law	Subsection, Description, and Required Correction
§94909 - Minimum Requirements for School Catalog.	<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><b>The institution's catalog failed to include the total charges for a period of attendance. The catalog lists the charges for the total program but failed to include the total charges for a period of attendance.</b></p> <p><b>To remedy the violation, the institution shall include a statement indicating the total charges for a period of attendance. If the charges for a period of attendance and the total charges for the entire program are the same, a statement indicating this will meet compliance.</b></p>
§94909 - Minimum Requirements for School Catalog.	<p>(14) A description of the student's rights and responsibilities with 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>76215. Student Tuition Recovery Fund Disclosures                      (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</p>

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Inspector's Initial: *MS*

Administrator's Initial: *S.R*

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."

(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.

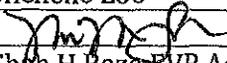
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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.

	<p>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.</p> <p>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.</p> <p>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.</p> <p>However, no claim can be paid to any student without a social security number or a taxpayer identification number."</p> <p><b>The institution's catalog failed to include the most recent Student Tuition Recovery Fund Disclosures(STRF). As of 8/10/2017 the Student Tuition Recovery Disclosures (STRF) has changed.</b></p> <p><b>To remedy the violation, the institution shall replace the language above with the language currently listed in the school catalog.</b></p>
§71810 - Catalog.	<p>(13) Housing information including all of the following:  (A) Whether the institution has dormitory facilities under its control;  (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><b>The institution's catalog failed to include the availability and approximate cost of housing located reasonably near the institution.</b></p> <p><b>To remedy the violation, the institution shall list the approximate cost of housing in the area. Please note: You may look up on-line the approximate cost of housing.</b></p>
§9491 - Website Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:  (1) The school catalog.  (2) A School Performance Fact Sheet for each educational program offered by the institution.  (3) Student brochures offered by the institution.  (4) A link to the bureau's Internet Web site.</p>

	<p>(5) The institution's most recent annual report submitted to the bureau.</p> <p><b>The institution's website failed to include the "Institution" section of their most recently submitted Annual Report. The website includes the "Programs" section only.</b></p> <p><b>To remedy the violation, the institution shall update their website to include the "Institution" part of their submitted Annual Report.</b></p>
<p>§71920 - Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;</p> <p><b>The institution's student files failed to contain verification of high school completion or equivalent or other documentation establishing the student's ability to do college level work.</b></p> <p><b>To remedy the violation, the institution shall provide a policy indicating how they will ensure all student files include verification of high school completion or equivalent or other documentation establishing the students' ability to do college level work.</b></p>
<p>§71717 - Satellite Locations.</p>	<p>(b) The institution shall not maintain any permanent student records there.</p> <p>(c) No solicitation or enrollment of students shall occur at a satellite.</p> <p><b>The institution maintained a student record at their Camarillo satellite location and enrolled the student at that location.</b></p> <p><b>To remedy the violation, the institution shall provide their policy and procedure for ensuring enrollment and permanent records are not maintained at a satellite location.</b></p>

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

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Shah H Raza - EVP Admissions/CAO
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 8/19/18**

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