



Bureau for Private Postsecondary Education
 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY – CU 78865079 0120 (Ed. Code § 94935; 5, CCR § 75010)

Institution Name:	Washington College	Institution Telephone:	626-872-6302
Institution Code:	78865079	Administrator Name:	Tengda Li
Street Address:	670 Monterey Pass Road, Ste 111 Monterey Park, CA 91754	Date of Inspection:	1/15/2020

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:

CATALOG MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Violation – Requested Submission
1	5, CCR §71810(b)(1). 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 most recent catalog available covered the period of September 1, 2018 through August 31, 2019. The institution did not provide an updated catalog for the current academic year.</p> <p>To remedy this violation, the catalog shall be updated to the current period covered by the catalog.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by February 15, 2020.</p>
2	CEC §94909(a).	<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> <p>The institution’s 2018/2019 Student Handbook does not contain the complete required statement. The catalog does not contain the statement, “You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”</p>

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Inspector’s Initial: *MMW*
 Administrator’s Initial: *TL*

		<p>To remedy this violation, the catalog shall be updated to contain the complete specific required statement verbatim to the language in quotations above.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
3	5, CCR §71810(b)(10). Catalog	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(10) A description of library and other learning resources and the procedures for student access to those resources;</p> <p>The institution's 2018/2019 Student Handbook contains a description of the institution's library but does not contain a description of the procedures for students to access the library or other learning resources available at the institution.</p> <p>To remedy this violation, the catalog shall be updated to contain a description of the procedures for students to access the library and other learning resources.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
4	CEC §94909(a)(3)(A). 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>(3) The following statements:</p> <p>(A) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers)."</p> <p>The institution's 2018/2019 Student Handbook contains the required disclosure statement; however, the Bureau's address has changed.</p> <p>The Bureau's new address is: 1747 N. Market Blvd, Ste. 225 Sacramento, CA 95834</p> <p>Please update the catalog to reflect the Bureau's current address.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
5	CEC §94909(a)(15).	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or</p>

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Inspector's Initial: MW

Administrator's Initial: TL

	<p>Minimum Requirements for School Catalog.</p>	<p>electronically, with a school catalog containing, at a minimum, all of the following: (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.”</p> <p>The institution’s 2018/2019 Student Handbook contained the specific required transferability disclosure verbatim to the language provided in quotations; however, the caption title is not in all capital letters as shown above.</p> <p>To remedy this violation, please update the catalog to contain the specific required disclosure verbatim in language and format to the language in quotations.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by February 15, 2020.</p>
<p>6</p>	<p>‘ §94909(a)(8)(A). 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: (8) A detailed description of institutional policies in the following areas: (A) Admissions policies, including the institution’s policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The institution’s 2018/2019 Student Handbook does not contain the admission requirements for the ability-to-benefit students. The catalog does not specify whether ability-to-benefit students are admitted to the institution.</p>

		<p>To remedy this violation, the update the catalog to contain admission requirements for ability-to-benefit students.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
7	5, CCR §71810(b)(4) Catalog.	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (4) Language proficiency information, including: (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 institution's 2018/2019 Student Handbook does not specify whether the institution offers English language services, and if so, the nature of the service and its cost. If the institution does not offer English language services, the catalog shall reflect that fact.</p> <p>To remedy this violation, the catalog shall be updated to state whether the institution offers English language services, and if so, the nature of the services and its cost.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
8	CEC §94909(a)(9). 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: (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 schedule of charges identified in the institution's 2018/2019 Student Handbook does not specify the total charges for a period of attendance.</p> <p>To remedy this violation, the catalog shall contain a schedule of total charges for a period of attendance <u>and</u> an estimated schedule of total charges for the entire educational program.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
9	CEC §94909(a)(8)(B). 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: (8) A detailed description of institutional policies in the following areas: (B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment</p>

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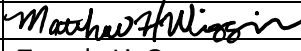

		<p>agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>71750. Withdrawals and Refunds. (c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.</p> <p>The pro-rata refund policy identified in the 2018/2019 Student Handbook is not consistent with the tuition payment chart offered on page 30 of the catalog. The payment chart implies the student is only obligated to pay by percentage of the program completed, up to 80%. The refund calculation indicated the institution earns 100% of institutional charges after 60% of the program has been completed.</p> <p>To remedy this violation, the catalog shall be update so that the tuition collection and refund calculations are consistent.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by February 15, 2020.</p>
10	<p>CEC §94909(a)(8)(E). 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: (8) A detailed description of institutional policies in the following areas: (E) Leave-of-absence policies.</p> <p>The institution’s 2018/2019 Student Handbook does not specify the institution’s leave-of-absence policies.</p> <p>To remedy this violation, the catalog shall be updated to contain leave-of-absence policies.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by February 15, 2020.</p>

ENROLLMENT AGREEMENT MINIMUM REQUIREMENTS

Item No.	Education Code (CEC) or Regulation (5, CCR)	Violation – Requested Submission
11	<p>CEC §94911(e)(1). Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following: (e) (1) A disclosure with a clear and conspicuous caption, “STUDENT’S RIGHT TO CANCEL,” under which it is explained 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.</p> <p>The institution’s enrollment agreement contains the required policy; however, the required verbatim caption is not in all capital letters.</p> <p>To remedy this violation, the enrollment agreement shall be updated to contain the “STUDENT’S RIGHT TO CANCEL” caption in all capital letters.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by February 15, 2020.</p>
12	<p>CEC §94911(h). Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following: (h) The transferability disclosure that is required to be included in the school catalog, as specified in paragraph (15) of subdivision (a) of Section 94909.</p> <p style="text-align: center;">“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</p> <p>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.”</p> <p>The institution’s enrollment agreement contained the specific required transferability disclosure verbatim to the language provided in quotations; however, the caption title is not in all capital letters as shown above.</p>

		<p>To remedy this violation, please update the enrollment agreement to contain the specific required disclosure verbatim in language and format to the language in quotations.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>
13	<p>CEC §94911(j)(1). Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following: (j) The following statements: (1) "Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (address), Sacramento, CA (ZIP Code), (Internet Web site address), (telephone and fax numbers)."</p> <p>The institution's enrollment agreement contains the required disclosure statement; however, the Bureau's address has changed.</p> <p>The Bureau's new address is: 1747 N. Market Blvd, Ste. 225 Sacramento, CA 95834</p> <p>Please update the enrollment agreement to reflect the Bureau's current address.</p> <p>Documentation of correction shall be submitted to the NTC Analyst with the institution's response to the NTC and the last page of this document by February 15, 2020.</p>

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Tengda Li, 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>

RETURN THIS FORM BY FEBRUARY 15, 2020 TO THE NTC ANALYST 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
February 15, 2020.