



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA-87487663-1117 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Advanced Medical School of Nursing	Institution Telephone:	925-458-4980
Institution Code:	87487663	Administrator Name:	Ike Muonekwu
Street Address:	1760 Chester Drive Pittsburg, CA 94565	Date of Inspection:	November 28, 2017

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 §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>(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 catalog failed to include all the required information as stated above.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that includes the requirements for completion of each program which also include any final tests or examinations, and any required internships or externships. In addition, the total number of credit hours, clock hours, or other increments required for completion for each program.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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</p>

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	<p>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 institution catalog failed to include a list of the requirements for eligibility for licensure for all programs that lead to positions in a field that require state licensure.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that includes a list of the requirements for eligibility for licensure for the Certified Nursing Assistant and Home Health Aide programs. Both programs require certification from the California Department of Public Health Licensing and Certification Program. Please ensure that the requirements for state licensure are explained in the catalog.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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>(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 catalog failed to include the complete admission policies and the required acceptance of credits policies; as described above.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that includes the complete admission policies. The catalog currently lists program admission requirements on pages 10, 17, and 23. However, an additional admission requirement is stated on page 70 that is not found listed on all the individual program admission requirements. The institution must also ensure that the catalog states that each student admitted to a diploma program shall possess a high school diploma or its equivalent.</i></p>

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	<p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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>(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 institution catalog failed to identify the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that clearly identifies for each approved program the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. In addition, listing the fees for textbooks and any other materials or equipment separately.</i></p> <p><i>The total charges for the entire educational program should include any other fees that are associated with the educational program, for example, uniform items, Live Scan, and/or physical exam fees.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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</p>

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	<p>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 catalog failed to have the complete transferability of credits and credentials statement.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that contains the transferability of credits and credentials statement with the correct information. The statement found on pages 11, 18, and 25 of the catalog must have the “name of educational program” field as the name of the approved educational program being offered.</i></p> <p><i>A copy of the institution’s revised catalog shall be submitted with the institution’s response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>CEC §94906 - Language of Enrollment Agreement.</p>	<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>The institution enrollment agreements failed to provide the required language of enrollment agreement statement.</p> <p><i>To remedy this violation, the institution shall provide a statement indicating how it provides the enrollment agreement, disclosures, and statements to students when they are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language.</i></p> <p><i>A copy of the institution’s policy and procedure shall be submitted with the institution’s response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>CEC §94906 - Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(c) In underlined capital letters on the same page of the enrollment agreement in which the student’s signature is required, the total charges for the current period of attendance, the estimated total charges for the entire educational program, and the total charges the student is obligated to pay upon enrollment.</p> <p>The institution enrollment agreements failed to include the above-mentioned information on the same page of the student’s signature.</p>

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	<p><i>To remedy this violation, the institution shall submit its revised enrollment agreements that include the following information (as shown below) on the same page in which the student's signature is required:</i></p> <p><u>THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u></p> <p><u>THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u></p> <p><u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></p> <p><i>A copy of the institution's revised enrollment agreements shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>CEC §94911 - Minimum Requirements for Enrollment Agreements and 5, CCR 71750 Withdrawals and Refunds.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <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>Withdrawals and Refunds.</p> <p>(b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.</p> <p>The institution enrollment agreements failed to include the complete refund policy and provide a description of the procedures that a student is required to follow to cancel; as stated above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreements that includes, at a minimum the following: how the institution is to be notified of a student's withdrawal; if the notice can be hand delivered, then how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution. Please ensure the cancellation, withdrawal and refund policies are consistent with the catalog cancellation, withdrawal, and refund policies.</i></p> <p><i>A copy of the institution's revised enrollment agreements shall</i></p>


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	<p><i>be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>CEC §94911 - Minimum Requirements for Enrollment Agreements and CEC §94909 - Minimum Requirements for School Catalog.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(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>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."</p> <p>The institution enrollment agreements failed to have the complete transferability of credits and credentials statement.</p> <p><i>To remedy this violation, the institution shall submit its revised enrollment agreements that contain the transferability of credits and credentials statement <u>verbatim</u>. The statement found on page 10 of the enrollment agreements must exactly match the statement shown above. In addition, the "name of educational program" field must have the complete name of the approved educational program being offered. The Licensed Vocational Nursing and Home Health Aide enrollment agreements do not have the "name of educational program" field completed correctly.</i></p> <p><i>A copy of the institution's revised enrollment agreements shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>CEC §94913 - Institutional Web Site</p>	<p>(a) An institution that maintains an Internet Web site shall</p>

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<p>Requirements and 5, CCR §74117 - Website Requirements.</p>	<p>provide on that Internet Web site all of the following:</p> <p>(1) The school catalog.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website failed to have a current catalog posted on the homepage.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the current catalog.</i></p> <p><i>A printout 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.</i></p>
<p>CEC §94913 - Institutional Web Site Requirements and 5, CCR §74117 - Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have current SPFS for each educational program.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the current 2014/2015 SPFS for each educational program offered. The website only has SPFS for two of its educational programs.</i></p> <p><i>A printout 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.</i></p>
<p>CEC §94913 - Institutional Web Site Requirements and 5, CCR §74117 - Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(3) Student brochures offered by the institution.</p> <p>Website Requirements.</p>

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	<p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have brochures offered by the institution.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to any brochures offered. Per the General Information form submitted by the institution, the form was marked "yes" for the question regarding providing students with program-specific brochure(s).</i></p> <p><i>A printout 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.</i></p>
<p>CEC §94913 - Institutional Web Site Requirements and 5, CCR §74117 - Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(4) A link to the bureau's Internet Web site.</p> <p>Website Requirements.</p> <p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have a link to the bureau's web site.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the Bureau's web site.</i></p> <p><i>A printout 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.</i></p>

Code of Regulations	Subsection, Description, and Required Correction
<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>(6) The institution's policies and practices regarding any form of financial aid, including all consumer information which the</p>

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	<p>institution is required to disclose to the student under any state or federal financial aid program;</p> <p>The institution catalog failed to include the complete policies and practices regarding <u>any</u> form of financial aid accepted under any state or federal programs.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that contains the complete policies and practices regarding all form of financial aid accepted. The institution is listed with the California Employment Development Department on the Eligible Training Provider list for the Workforce Innovation and Opportunity Act (WIOA). If the institution accepts WIOA students, please provide the policies and procedures for the acceptance of the financial aid.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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>(8) The institution's standards for student achievement;</p> <p>The institution catalog failed to include complete standards for student achievement.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that contains the complete institution's standards for student achievement for all approved educational programs. The catalog only states the standards for the Licensed Vocational Nursing program.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction;</p> <p>The institution catalog failed to include the required description of the facilities, the types of equipment and materials used for all approved programs.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that includes a description of the facilities for both locations. The catalog must also include a description of the types of equipment that will be used for all approved programs. In addition, a description of the types of materials, i.e. textbook and/or handouts, that will be used for instruction.</i></p>

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	<p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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>(13)Housing information including all of the following:</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>The institution catalog failed to include the availability of housing and an estimation of the approximate cost of the housing; as required.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that provides the availability of housing located reasonably near both the institution's facilities and the estimation of the approximate cost or range of cost of that housing for both locations.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
5, CCR §71810 - Catalog and 5, CCR §71930(b)(1) - Maintenance of Records.	<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>Maintenance of Records.</p> <p>(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.</p> <p>The institution catalog failed to include the complete policies on the retention of student records.</p> <p><i>To remedy this violation, the institution shall submit its revised catalog that clearly explains the institution shall maintain pertinent student records for a period of 5 years from the student's date of completion or withdrawal.</i></p> <p><i>A copy of the institution's revised catalog shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
5, CCR §71800 - Enrollment Agreement.	<p>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:</p>

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	<p>(a) The name and address of the institution and the addresses where instruction will be provided.</p> <p>(b) Period covered by the enrollment agreement.</p> <p>(c) Program start date and scheduled completion date.</p> <p>The institution enrollment agreements failed to include all the required information as stated above.</p> <p><i>To remedy this violation, the institution shall submit its revised enrollment agreements that include the address where instruction will be provided. The Licensed Vocational Nursing Program enrollment agreement states instruction will be held at the Berkeley Campus. However, the address provided is in Pittsburg.</i></p> <p><i>The period covered by the enrollment agreement shall also be included. In addition, the enrollment agreements shall contain a start date for both the educational programs. The Licensed Vocational Nursing Program enrollment agreement is the only one with start and end date fields.</i></p> <p><i>A copy of the institution's revised enrollment agreements shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §71800 – Enrollment Agreement.</p>	<p>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:</p> <p>(e) Itemization of all institutional charges and fees including, as applicable:</p> <ul style="list-style-type: none"> (1) tuition; (2) registration fee (non-refundable); (3) equipment; (4) lab supplies or kits; (5) Textbooks, or other learning media; (6) uniforms or other special protective clothing; (7) in-resident housing; (8) tutoring; (9) assessment fees for transfer of credits; (10) fees to transfer credits; (11) Student Tuition Recovery Fund fee (non-refundable); (12) any other institutional charge or fee. <p>The institution enrollment agreements failed to include the required itemization of charges information.</p> <p><i>To remedy this violation, the institution shall submit its revised</i></p>

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	<p><i>enrollment agreements that include the itemization charges for equipment; lab supplies or kits; textbooks, or other learning media; and uniforms separately. In addition, ensure all enrollment agreements have the itemization of any charges paid to an entity other than the institution that is specifically required for participation in the education program.</i></p> <p><i>A copy of the institution's revised enrollment agreements shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></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 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> <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.”</p> <p>(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:</p> <p>“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.</p> <p>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:</p> <ol style="list-style-type: none"> 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

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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 institution enrollment agreements failed to include the complete Student Tuition Recovery Fund Disclosures statement; as stated above.

To remedy this violation, the institution shall submit its revised enrollment agreements that include the Student Tuition Recovery Fund Disclosures statement verbatim. The enrollment agreements must ensure the statement matches the entire statement stated in 5, CCR §76215(a)(b).


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	<p><i>A copy of the institution's revised enrollment agreements shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §76130 – Collection and Submission of Assessments.</p>	<p>(b) A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) 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> <ul style="list-style-type: none"> (1) April 30 for the first quarter, (2) July 31 for the second quarter, (3) October 31 for the third quarter, and (4) January 31 for the fourth quarter. <p>If the due date falls on a Saturday, Sunday or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau.</p> <p>The institution failed to submit complete records to substantiate the data reported on the STRF Assessment Reporting Forms.</p> <p><i>To remedy this violation, the institution must submit a copy of the corrected 2nd Quarter 2017 and 3rd Quarter 2017 STRF Reporting Forms resubmitted to the Bureau.</i></p> <p><i>A copy of the institution's STRF Reporting Forms shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §76140 – Record-Keeping Requirements.</p>	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ul style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment,


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Inspector's Initial: 

Administrator's Initial: 

	<p>(6) Home address,</p> <p>(7) Date enrollment agreement signed,</p> <p>(8) Courses and course costs,</p> <p>(9) Amount of STRF assessment collected,</p> <p>(10) Quarter in which the STRF assessment was remitted to the Bureau,</p> <p>(11) Third-party payer identifying information,</p> <p>(12) Total institutional charges charged, and</p> <p>(13) Total institutional charges paid.</p> <p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The institution failed to submit the required records in an electronic format that is readily available and open to the Bureau upon request, in order to substantiate the data reported on the STRF Assessment Reporting Forms.</p> <p><i>To remedy this violation, the institution must submit records in an electronic format that is readily available to substantiate the data reported for the corrected 2nd Quarter 2017 and 3rd Quarter 2017 STRF Reporting Forms resubmitted to the Bureau. The records must include all of the 13 data points listed above.</i></p> <p><i>A copy of the institution's STRF back-up data in an electronic format shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §71750 – Withdrawals and Refunds.</p>	<p>The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p>The institution failed to maintain a cancellation and</p>

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Inspector's Initial: 

Administrator's Initial: 

	<p>withdrawal log that is kept current on a monthly basis.</p> <p><i>To remedy this violation, the institution shall submit a statement on its policy to ensure a cancellation and withdrawal log is maintained current on a monthly basis and how the log shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</i></p> <p><i>A copy of the institution's policy and procedure shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §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>The institution failed to maintain the pertinent student records that contained verification of high school completion or equivalency, or other documentation.</p> <p><i>To remedy this violation, the institution shall submit a statement on its policy to ensure student files contain all pertinent student records including the required documentation establishing the student's ability to do college level work.</i></p> <p><i>A copy of the institution's policy and procedure shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §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>(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;</p> <p>The institution failed to maintain the pertinent student records that contained copies of all documents signed by the student, including contracts.</p>


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Inspector's Initial: *JK*

Administrator's Initial: *D*

	<p><i>To remedy this violation, the institution shall submit a statement on its policy to ensure student files contain all the pertinent student records including signed enrollment agreements and School Performance Fact Sheets.</i></p> <p><i>A copy of the institution's policy and procedure shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
<p>5, CCR §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>(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and</p> <p>The institution failed to maintain the pertinent student records that contained dates of withdrawal from the institution.</p> <p><i>To remedy this violation, the institution shall submit a statement on its policy to ensure student files contain all the pertinent student records of the dates of withdrawal from the institution.</i></p> <p><i>A copy of the institution's policy and procedure shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;</p> <p>(C) Credit for courses earned at other institutions;</p> <p>(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The institution failed to maintain the pertinent student records that contained a transcript showing the information required as mentioned above.</p> <p><i>To remedy this violation, the institution shall submit a</i></p>

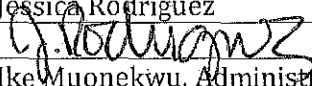
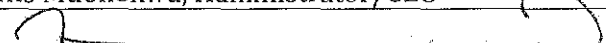
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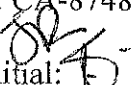
	<p><i>statement on its policy to ensure student files contain all the pertinent student records including a transcript that meets the requirements mentioned above.</i></p> <p><i>A copy of the institution's policy and procedure shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>
5, CCR §71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p>The institution failed to maintain the pertinent student records that contained a document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p><i>To remedy this violation, the institution shall submit a statement on its policy to ensure student files contain all the pertinent student records including a refund document that meets the requirements mentioned above.</i></p> <p><i>A copy of the institution's policy and procedure shall be submitted with the institution's response to the NTC and the last page of this document; within the specified time frame.</i></p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Jessica Rodriguez
Inspector's Signature	
Institution Administrator Name/Title:	Ike Muonekwu, Administrator/CEO
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 **DECEMBER 28, 2017.**

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Inspector's Initial: *JK*
Administrator's Initial: *J*