



**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-90919933-0218 (Ed. Code §94935 & 5, CCR §75010)**

Institution Name:	Alliance School of Trucking	Institution Telephone:	818-772-2252
Institution Code:	90919933	Administrator Name:	Emmit Marshall
Street Address:	9410 Jordan Ave. Chatsworth CA 91311	Date of Inspection:	2/14/18

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:

Education Code	Subsection , Description, and Required Correction
§949430.5 - Fee Schedule	<p>Subject to Section 94930, an institution shall remit to the bureau for deposit in the Private Postsecondary Education Administration Fund the following fees, in accordance with the following schedule:</p> <p>(A) An annual fee for each campus designated by the institution as a main campus location in California, in an amount equal to 0.45 percent of the campus' total gross revenue derived from students in California, but not to be less than two thousand five hundred dollars (\$2,500) and not to exceed sixty thousand dollars (\$60,000).</p> <p>(B) An annual campus fee for each branch of the institution in an amount equal to 0.45 percent of the branch's total gross revenue derived from students in California, but not to be less than two thousand five hundred dollars (\$2,500) and not to exceed sixty thousand dollars (\$60,000).</p> <p><b>The institution failed to submit their Annual fees due 12/1/2017.</b></p> <p><b>To remedy the violation the institution shall submit their Annual Fees to the bureau with a copy of the invoice. A copy of the submitted fees and proof of mailing shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§94931 - Late Payment.	<p>(a) A fee that is not paid on or before the 30th calendar day after the due date for the payment of the fee shall be subject to a 25 percent late payment penalty fee.</p> <p>(b) A fee that is not paid on or before the 90th calendar day after the due date for payment of the fee shall be subject to a 35 percent late payment penalty fee.</p> <p><b>The institution failed to pay a 35% delinquent fee for 2014 Annual fees and a 25% delinquent fee for 2017.</b></p>

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Inspector's Initial: *MM*

Administrator's Initial:

*[Signature]*

	<p><b>To remedy the violation, the institution shall submit the 35% penalty fee for their past due 2014 Annual Fees and a 25% fee for their past due 2017 Annual Fees. The fees shall be submitted to the bureau with a copy of the invoice. A copy of the submitted fees and proof of mailing shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
<p>§94913 - Website.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ol style="list-style-type: none"> <li>(1) The school catalog.</li> <li>(2) A School Performance Fact Sheet for each educational program offered by the institution.</li> <li>(3) Student brochures offered by the institution.</li> <li>(4) A link to the bureau's Internet Web site.</li> <li>(5) The institution's most recent annual report submitted to the bureau.</li> </ol> <p><b>The institution's website failed to include; a School Performance Fact Sheet for each educational program offered by the institution, student brochures offered by the institution, a link to the bureau's internet Website, and the institution's most recent annual report submitted to the bureau. In addition, the catalog on the website is expired and dated 1/1/17-12/31/17.</b></p> <p><b>To remedy the violation the institution shall add the required documents to their school website. A copy of the link to the institution's website including all required disclosures shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>

Code of Regulations	Subsection, Description, and Required Correction
<p>§74110 - Annual Report</p>	<p>(c) An institution shall file its annual report by December 1st. The Bureau may extend the period for filing if the institution demonstrates evidence of substantial need but in no case longer than 60 days. The institution shall not change the date of its filing its annual report because of a change in the fiscal year without the Bureau's approval.</p> <p><b>The institution failed to submit their Annual Report for the calendar year of 2016 due on 12/1/17.</b></p>

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Inspector's Initial: *W*

Administrator's Initial:

*R*

	<p><b>To remedy the violation, the institution shall submit their Annual Report with all required documents to the Annual Reports Unit. A copy of the submissions and proof of mailing shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§71730 - Administration.	<p>(a) Each institution shall have a chief executive officer, a chief operating officer and chief academic officer. One person may serve more than one function.</p> <p>(b) The duties, responsibilities, and performance evaluation criteria for each administrator shall be set forth in a personnel manual or other writing maintained by the institution.</p> <p><b>The institution failed to have the duties, responsibilities and performance evaluation criteria for each administrator set forth in a personnel manual or other writing maintained by the institution.</b></p> <p><b>To remedy the violation, the institution shall submit the duties, responsibilities and performance evaluation criteria for each administrator. A copy of the duties shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§71750 - Withdrawals and Refunds.	<p>(f) 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><b>The institution failed to maintain a cancellation and withdrawal log, kept current on a monthly basis.</b></p> <p><b>To remedy the violation, the institution shall provide their policy and procedure to ensure the institution maintains a cancellation and withdrawal log. A copy of the policy and procedure shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§71810 - Catalog.	<p>(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.</p> <p><b>The institution failed to provide an updated catalog for 2018. The institution's catalog was dated 1/1/17 to 12/31/17.</b></p>

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Administrator's Initial:

*[Signature]*

	<p><b>To remedy the violation, the institution shall provide an updated catalog for 2018. The revised catalog shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (1)(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 current student files failed to contain copies of high school completion or equivalent for four out of five current students.</b></p> <p><b>To remedy the violation, the institution shall provide a policy and procedure ensuring the institution collects verification of high school completion or equivalent. A copy of the policy shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§71920 - Student Records.	<p>(D)(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:  (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal; (E) The name, address, website address, and telephone number of the institution.</p> <p>§94900(b)  (b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:  (1) The degree or certificate granted and the date on which that degree or certificate was granted.  (2) The courses and units on which the certificate or degree was based.  (3) The grades earned by the student in each of those courses.</p> <p><b>The institution's graduate files failed to contain transcripts.</b></p> <p><b>To remedy the violation, the institution shall provide a draft copy of their transcript and their policy for maintaining student records for each student granted a certificate. The draft transcript and policy shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
§71930 - Maintenance of Records.	<p>(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business</p>

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	<p>hours by the Bureau and any entity authorized to conduct investigations.</p> <p><b>The institution failed to make available all records the institution is required to maintain during normal business hours. The institution failed to provide an annual report, financial records, student lists and Student Tuition Recovery Fund data. The institution also failed to have documents available during their normal business hours 8:00 am – 6:00 pm.</b></p> <p><b>To remedy the violation the institution shall provide a policy and procedure for ensuring all records are immediately available during normal business hours. A copy of the Policy and Procedure shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
<p>§76130 - 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> <ol style="list-style-type: none"> <li>(1) April 30 for the first quarter,</li> <li>(2) July 31 for the second quarter,</li> <li>(3) October 31 for the third quarter, and</li> <li>(4) January 31 for the fourth quarter.</li> </ol> <p><b>The institution failed to provide a copy of the submitted STRF Assessment Reporting Forms for third and fourth quarter 2017.</b></p> <p><b>To remedy the violation, the institution shall provide the STRF Assessment Reporting Forms for third and fourth quarter 2017. The forms shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>
<p>§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>

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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.

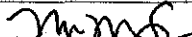
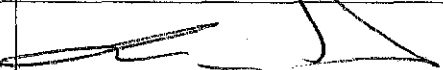
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Inspector's Initial: *CB*

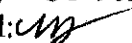
Administrator's Initial: *[Signature]*

	<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 failed to include the current STRF language in their catalog and enrollment agreement.</b></p> <p><b>To remedy the violation, the institution shall revise their catalog and enrollment agreement to include the required STRF language listed above. A copy of the revised catalog and enrollment agreement shall be submitted with the response to the Notice to Comply and the last page of this document within the specified time frame.</b></p>

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

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Emmit Marshall, Owner/Director
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 3/15/2018**

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Inspector's Initial: *MB*

Administrator's Initial:

*R*