



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 – CA 96071993 1215 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	California Vocational Cosmetology College	Institution Telephone:	(559) 721-7099
Institution Code:	96071993	Administrator Name:	Lana Huynh
Street Address:	426 N Abbey Street Fresno, CA 93701	Date of Inspection:	12/17/2015

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
§94900. Required Student Records	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>(2) The courses and units on which the certificate or degree was based.</p> <p>(3) The grades earned by the student in each of those courses.</p> <p>The Institution failed to provide a student transcript and or a copy of the certificate earned in all the student files.</p> <p>The institution shall provide its policy or procedure for maintaining in each student’s file, a copy of an Official Transcript. Additionally, the institution must submit copies of Official Transcripts and or copies of the certificates earned for current graduating students within the next 30 days following the date of this document.</p>

Code of Regulations	Subsection, Description, and Required Correction
§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 a refund document in the student files.</p> <p>The institution shall provide its policy or procedure for maintaining in each student’s file, a copy of a refund document. Additionally, the institution must submit copies of refund documents for dropped or withdrawn students within the next 30 days following the date of</p>

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Inspector’s Initial: *LH*



Administrator’s Initial: *LH*

	this document.
§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>(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>(E) The name, address, website address, and telephone number of the institution.</p> <p>The Institution failed to maintain a student transcript with all the required information in the student files.</p> <p>The institution shall provide its policy or procedure for maintaining in each student's file, a copy of an Official Transcript. Additionally, the institution must submit copies of Official Transcripts and or copies of the certificates earned for current graduating students within the next 30 days following the date of this document.</p>

Only minor violations are listed on this Notice to Comply.

Additional material violations have been found? Y / N (Circle one)


If yes, material violations will be forwarded to Enforcement for further review. A Bureau representative will contact the institution with additional guidance.

Inspector's Name	Greg Seib
Inspector's Signature	
Institution Administrator Name/Title:	LAWA M. HUYNH
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/pppe_act.shtml

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector's Initial: 

Administrator's Initial: LH

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 **1/18/2016**

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

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Inspector's Initial: *h*

Administrator's Initial: *lt*