



NOTICE TO COMPLY

CA-1926281-10162025

Institution Name:	American English College	Institution Telephone:	(626) 457-2800
Institution Code:	1926281	Administrator Name:	Christine Wong
Street Address:	141 N. Atlantic Blvd Suite 200 Monterey Park, CA 91754	Inspection Date:	October 16, 2025

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94913 (a)(1)	Violation Description: The institution's website (https://www.aec.edu/) contains a catalog with violations identified in this NTC. Correction: Once the institution's catalog has been updated to remedy the violations, the institution shall update its website to provide the current/updated school catalog pursuant to CEC § 94913 (a)(1).
2	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	Violation Description: On page 11 of the institution's 2025 catalog contains an unenforceable cancellation and refund policy that states "Sevis I-901 + Progressing" and "DHL Mailing Fee" are non-refundable. <u>If these fees are paid directly to the institution, the fee is an institutional charge and cannot be non-refundable during the cancellation period.</u>

Violation	Code Section Violated	Description of the violation and required correction.
		The Bureau's cancellation and refund policy states that the institution can only withhold a "<u>reasonable deposit or application fee</u>" not to exceed two hundred fifty dollars. Correction: The institution shall update the refund and cancellation policy in its catalog to specify the institution will NOT withhold institutional charges exceeding \$250 if cancellation is made through the 1st class session or the 7th day after enrollment, whichever is later. The institution can also clarify these charges are non-refundable after the cancellation period or get rid of the non-refundable statement altogether.
3	CEC §94870 and §94909 (a)(9)	Violation Description: Although page 24 of the institution's 2025 catalog identifies the total charges for a period of attendance, it fails to also contain the <u>estimated schedule of total charges for the entire educational program</u>. "Total charges" means the sum of institutional and noninstitutional charges. Correction: The institution shall update its catalog to contain the schedule of total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program.
4	CEC § 94909 (a)(8)(C)	Violation Description: The institution's 2025 catalog fails to contain probation and dismissal policies. Correction: The institution shall update its catalog to contain probation and dismissal policies.
5	CEC §94909 (a)(14)	Violation Description: The institution's 2025 catalog failed to identify the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge. Correction: The institution shall update its catalog to contain the student's obligation to the Student Tuition Recovery Fund, clearly identified as a nonrefundable charge.

Violation	Code Section Violated	Description of the violation and required correction.
6	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	Violation Description: On page 1 of the institution's enrollment agreement contains an unenforceable cancellation and refund policy that states "<i>I-901 and Processing Fee</i>", "<i>Medical Insurance</i>", "<i>ID Card</i>", and "<i>Activity Fee</i>" are non-refundable. <u>If these fees are paid directly to the institution, the fee is an institutional charge and cannot be non-refundable during the cancellation period.</u> The Bureau's cancellation and refund policy states that the institution can only withhold a "<u>reasonable deposit or application fee</u>" not to exceed two hundred fifty dollars. Correction: The institution shall update the refund and cancellation policy in its enrollment agreement. The policy must demonstrate compliance with CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b) by clarifying these charges are non-refundable after the cancellation period or get rid of the non-refundable statement altogether.

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Christine Wong, Assistant Dean
Bureau Compliance Analyst Name:	Beverly Tjokrosoeharto

Bureau Compliance Analyst
Signature:

Beverly Tjokrosocharto

NOTICE TO COMPLY DECLARATION

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

Signature

Date

Print Name and Title