



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-1938751-0816 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	The Los Angeles Film School	Institution Telephone:	323-860-0789
Institution Code:	1938751	Administrator Name:	Mark DeBacco
Street Address:	6363 Sunset Blvd. Hollywood, CA 90028	Date of Inspection:	August 10, 2016

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) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog.</p> <p>The institution failed to provide a written statement describing their policy for providing prospective students with a school catalog.</p> <p><i>To remedy this violation, the institution shall provide a written statement addressing their policy for providing prospective students a school catalog.</i></p>
CEC §94909 - Minimum Requirements for School Catalog.	<p>(a) 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>(c) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number*) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address*)." </p> <p>*The following may be used for parentheticals: Telephone and Fax #'s: (888) 370-7589 Website Address: www.bppe.ca.gov</p> <p>The catalog failed to contain the specific required statement verbatim to the language quoted above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes the statement verbatim to the</i></p>

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	<i>specific quoted language above.</i>
<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 catalog failed to contain an admissions policy that included a list describing any transfer or articulation agreement between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes a list describing the articulation agreement between the institution and Full Sail University, Pierce College, Santa Monica College, and Glendale Community College that provides for the transfer of credits earned in the program of instruction.</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 catalog failed to contain a schedule of total charges for a current period of attendance AND an estimated schedule of total charges for the entire educational program. The schedule of charges documented in the catalog also failed to identify the application fee and the Student Tuition Recovery Fund (STRF) as a non-refundable fee.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that contains a schedule of total charges for a</i></p>

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	<p><i>current period of attendance AND an estimated schedule of total charges for the entire educational program. The catalog shall also be updated to reflect the current STRF non-refundable fee of \$0.00 per \$1,000 of institutional charges. Additionally, any fees the institution may charge shall be updated to include itemized descriptions and fee amounts.</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>(11) A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.</p> <p>The catalog failed to contain a statement specifying that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount any refund.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that contains a complete statement specifying that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount any refund.</i></p>
<p>CEC §94911 – Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(b) A schedule of total charges, including a list of any charges that are nonrefundable and the student's obligations to the Student Tuition Recovery Fund, clearly identified as nonrefundable charges.</p> <p>The institution enrollment agreement did not include the required schedule of total charges information.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement to include a schedule of total charges, including a list of any nonrefundable charges.</i></p>
<p>CEC §94911 – Minimum Requirements for Enrollment Agreements.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(e)(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>

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	<p><u>Student Loan Information</u></p> <p><i>The Cohort Default Rate (CDR) represents the percentage of the institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Education for this institution is XX%.</i></p> <p><i>The percentage of the students who attended this institution in 20XX, who received federal student loans to help pay their cost of education at the school was XX%.</i></p>
<p>CEC §94897 – Prohibited Business Practices and 5, CCR §74117 – Website Requirements.</p>	<p>(1) Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:</p> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</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 failed to include a complete approval to operate statement.</p> <p><i>To remedy this violation, the institution shall update website to include revision of the "Accreditation" section with a complete approval to operate statement. In addition, the complete statement shall be found on the website homepage. Please see an example approval to operate statement below:</i></p> <p><i>This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 –</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p>

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<p>Website Requirements.</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 does not 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>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 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 SPFS for each educational program offered.</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 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 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</i></p>

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	<i>brochures offered.</i>
CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution’s most recent annual report submitted to the bureau.</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 does not have the most recent annual report.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the most recent annual report submitted to the bureau.</i></p>
CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.	<p>(b) An institution shall include information concerning where students may access the bureau’s Internet Web site anywhere the institution identifies itself as being approved by the bureau.</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 does not include information where students may access the bureau’s web site.</p> <p><i>To remedy this violation, the institution shall update its website homepage to identify itself as being approved by the bureau and include a clear and conspicuous link to the bureau’s internet web site.</i></p>

Code of Regulations	Subsection, Description, and Required Correction
5, CCR §70000 – Definitions.	<p>(z) "Tuition" means the cost for instruction normally charged on a per unit or per hour basis. It does not include itemized fees paid to the Bureau or the cost of textbooks, supplies, transportation, or equipment.</p> <p>The catalog failed to contain the correct cost of tuition. All course materials, textbooks, manuals, media, production materials, lab fees, technology fees, and other associated costs except as noted cannot be included in tuition cost.</p>

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	<p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that contains an itemized total cost of tuition as the cost for instruction normally charged on a per unit or per hour basis.</i></p>
<p>5, CCR §71810 – Minimum Requirements for School Catalog.</p>	<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>The institution failed to provide a written statement describing their policy on updating the catalog.</p> <p><i>To remedy this violation, the institution shall provide a written statement addressing their policy for updating the catalog. The policy shall meet the minimum standards set forth in this section.</i></p>
<p>5, CCR §71810 – Minimum Requirements for School Catalog.</p>	<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 catalog failed to contain a description of the library and other learning resources and the procedures for student access to those resources.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that includes a description of the library and other learning resources. The catalog shall also be updated to include the procedures for students to access the library and other learning resources.</i></p>
<p>5, CCR §71810 – Minimum Requirements for School Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(11) If the institution offers distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.</p> <p>The catalog failed to contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institutions mailing of its response or evaluation for distance learning.</p>

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	<p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that contains the approximate number of days that will elapse between the institution's receipt of student lessons or projects and the institutions response and evaluation of the submitted assignments.</i></p>
<p>5, CCR §71810 – Minimum Requirements for School Catalog.</p>	<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</p> <p>The catalog failed to contain a statement specifying 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.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog that provides 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.</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> <p>(1) tuition;</p> <p>(2) registration fee (non-refundable);</p> <p>(3) equipment;</p> <p>(4) lab supplies or kits;</p> <p>(5) Textbooks, or other learning media;</p> <p>(6) uniforms or other special protective clothing;</p> <p>(7) in-resident housing;</p> <p>(8) tutoring;</p> <p>(9) assessment fees for transfer of credits;</p>

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	<p>(10) fees to transfer credits;</p> <p>(11) Student Tuition Recovery Fund fee (non-refundable);</p> <p>(12) any other institutional charge or fee.</p> <p>(f) Charges paid to an entity other than an institution that is specifically required for participation in the educational program.</p> <p>The institution failed to include the required itemization of institutional charges.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised enrollment agreement that includes an itemization of all charges and fees, including correctly listing all fees that are non-refundable. Tuition cannot include itemized fees paid to the Bureau or the cost of textbooks, supplies, transportation, or equipment.</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 for an educational program and its current schedule of student charges:</p> <p>"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:</p> <ol style="list-style-type: none"> 1. 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 either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:</p> <ol style="list-style-type: none"> 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." <p>(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student</p>

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	<p>charges:</p> <p>"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.</p> <p>You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, 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 school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." <p>However, no claim can be paid to any student without a social security number or a taxpayer identification number.</p> <p>The institution failed to include required STRF statement.</p> <p><i>To remedy this violation, the institution shall submit a copy of its enrollment agreement that includes the STRF statement verbatim; as shown above, and all together as one statement.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet</p> <p>(b) In addition to the definitions contained in section 94928 of the Code:</p> <p>(1) "Number of Students Who Began Program" means the number of students who began a program who are scheduled to complete the program within 100% of the published program length within</p>

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	<p>the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.</p> <p>The institution failed to include the correct "Number of Students Who Began Program" definition.</p> <p><i>To remedy this violation, the institution must include the correct definition, as shown above, on each SPFS.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet (b) In addition to the definitions contained in section 94928 of the Code:</p> <p>(2) "Number of Graduates" means the number of students who completed the program within 100% of the published program length within the reporting calendar year.</p> <p>The institution failed to include the correct "Number of Graduates" definition.</p> <p><i>To remedy this violation, the institution must include the correct definition, as shown above, on each SPFS.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet (e) Placement Rates.</p> <p>(4) Graduates employed in the field shall be reported for those graduates employed in the field in a single position that averages under 32 hours per week and those employed in the field in a single position that averages at least 32 hours per week.</p> <p>The institution failed to include the correct placement rate information on each SPFS.</p> <p><i>To remedy this violation, the institution must include the number of graduates employed in the field in a single position that averages less than 32 hours per week and the number of graduates employed in the field in a single position that averages at least 32 hours per week.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>Uniform Data – Annual Report, Performance Fact Sheet (e) Placement Rates.</p> <p>Placement rates shall be included in the Performance Fact Sheet in a format substantially similar to the chart below, including the footnoted information below (dates, numbers, and other data shown are for example only):</p> <p>The institution failed to include the complete placement rates footnoted information.</p>

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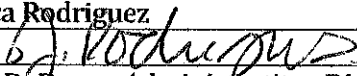
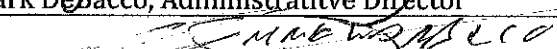
Administrator's Initial:

	<p>To remedy this violation, each SPFS must include placement rates with footnoted information, in a format substantially similar to the format below:</p> <p>⁹ <i>“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.</i></p>
<p>5, CCR §74112 – Uniform Data – Annual Report, Performance Fact Sheet.</p>	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p>Institution did not include complete supporting data for the SPFS for each approved program.</p> <p><i>Institution shall submit the updated 2013/2014 SPFS supporting data to include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</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,

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	<p>(4) Local or mailing address,</p> <p>(5) Address at the time of enrollment,</p> <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>The institution failed to include the complete STRF records.</p> <p><i>To remedy this violation, the institution must submit records to substantiate the data reported on the 1st and 2nd Quarter 2016 STRF Assessment Reporting Forms.</i></p>
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Only minor violations are listed on a Notice to Comply.

Inspector's Name	Jessica Rodriguez
Inspector's Signature	
Institution Administrator Name/Title:	Mark DeBacco, Administrative Director
Institution Administrator's Signature:	

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

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 SEPTEMBER 12, 2016

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