



## NOTICE TO COMPLY

CU-46614963-10212025

|                   |                                                      |                        |                  |
|-------------------|------------------------------------------------------|------------------------|------------------|
| Institution Name: | Pacific Theological Seminary                         | Institution Telephone: | (858) 703-1100   |
| Institution Code: | 46614963                                             | Administrator Name:    | Johanna Vignol   |
| Street Address:   | 8977 Activity Road, Suite 100<br>San Diego, CA 92126 | Inspection Date:       | October 21, 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](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 § 94911 (e)(2) in conjunction with CEC §94920 (b) | <p><b>Violation Description:</b> The institution's Master of Arts in Theological Studies' and Master of Divinity's enrollment agreement fails to contain a refund policy that meets the Bureau's minimum requirements.</p> <p><b>Correction:</b> The institution shall update its enrollment agreements to contain a refund policy that states, "The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or seventh day after enrollment, whichever is later."</p> |

| Violation | Code Section Violated                                  | Description of the violation and required correction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2         | CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b) | <p><b>Violation Description:</b> On page 2 of the institution's Master of Arts in Theological Studies' and Master of Divinity's enrollment agreement contains an unenforceable cancellation and refund policy that states "<i>Student Activity Fee</i>" are non-refundable within the cancellation period.</p> <p><b>Correction:</b> The institution shall update the refund and cancellation policy in its enrollment agreements. 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.</p> |
| 3         | 5 CCR § 71920 (b)(5)(E)                                | <p><b>Violation Description:</b> The institution's transcript failed to contain the institution's website link.</p> <p><b>Correction:</b> The institution shall update their transcript to contain a link to their website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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: | Johanna Vignol, Associate Dean of Students & Registrar |
| Bureau Compliance Analyst Name:         | Beverly Tjokrosoeharto                                 |

Bureau Compliance Analyst  
Signature:

*Beverly Tjokrosocharto*

## NOTICE TO COMPLY DECLARATION

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|                   |                                                      |                        |                  |
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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.

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Signature

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Date

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Print Name and Title