



## NOTICE TO COMPLY

CU- 3701291-08202025

Institution Name:	Southern California Seminary	Institution Telephone:	(619)201-8951
Institution Code:	3701291	Administrator Name:	Thomas Varallo
Street Address:	2075 E Madison Ave. El Cajon, CA 92019	Inspection Date:	August 20, 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 § 94909 (a)(2) in conjunction with CEC § 94897 (I)	<p><b>Violation Description:</b> Although page 18 of the institution's 2024-2025 catalog states, "Southern California Seminary is a private institution that is approved by the Bureau", the institution failed to define the term approved by.</p> <p><b>Correction:</b> The institution shall update the statement in its catalog, where the institution identifies it is approved by the Bureau for Private Postsecondary Education (BPPE) to state, "BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009", pursuant to CEC § 94909 (a)(2) and CEC § 94897 (I).</p>
2	CEC §94909 (a)(8)(B) in conjunction with CEC 94919 (c) and 5 CCR § 71750 (c)(1)	<p><b>Violation Description:</b> The pro-rata refund policy on page 44-45 of the institution's 2024-2025 catalog, does not comply with CEC § 94919 (c) and 5 CCR § 71750 (c)(1). The Bureau's requires refunds to be calculated based on the number of days or hours in the program. Whereas the institution's catalog identifies pro rata</p>

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		<p>refunds are based on the number of full number of weeks.</p> <p><b>Correction:</b> The institution shall update the refund policy in the catalog to comply with CEC 94919 (c) and 5 CCR § 71750 (c)(1), pursuant to CEC § 94909 (a)(8)(B).</p>
3	CEC § 94909 (a)(10)	<p><b>Violation Description:</b> Although institution's 2024-2025 catalog identifies its participation and contains information for federal financial aid programs, the institution failed to include a statement reporting whether the institution participates in state financial aid programs.</p> <p><b>Correction:</b> The institution shall update its catalog to include the above-mentioned information, pursuant to CEC § 94909 (a)(10).</p>
4	CEC § 94909 (a)(11)	<p><b>Violation Description:</b> The institution's 2024-2025 catalog, failed to contain a statement specifying 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><b>Correction:</b> The institution shall update its catalog, to include the above-mentioned statement, pursuant to CEC § 94909 (a)(11).</p>
5	5 CCR § 71800 (b)	<p><b>Violation Description:</b> The institution's enrollment agreements, failed to identify the period covered by the enrollment agreement.</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to identify the period covered by the enrollment agreement, pursuant to 5 CCR § 71800 (b).</p>
6	5 CCR § 71800 (d)	<p><b>Violation Description:</b> The institution's enrollment agreements, failed to identify the date the student must exercise his or her right to cancel or withdraw from the enrollment agreement.</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to include the above-mentioned information pursuant to 5 CCR § 71800 (d).</p>

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7	5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120 (a)	<p><b>Violation Description:</b> Page 10 of the institution's enrollment agreements, reflects the prior Student Tuition Recovery Fund (STRF) assessment fee. In accordance with the regulations in effect as of April 1, 2024, the STRF assessment fee is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges.</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to reflect the current STRF assessment fee which is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, pursuant to 5 CCR § 71800 (e)(11) and 5 CCR § 76120 (a).</p>
8	CEC § 94911 (c)	<p><b>Violation Description:</b> The institution's enrollment agreements failed to contain the "<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>" on the same page in which the student's signature is required.</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to include the required charges in underlined and capital letters, on the same page in which the student's signature is required, pursuant to CEC § 94911 (c).</p>
9	CEC § 94911 (e)(2) in conjunction with CEC 94919 (c) and 5 CCR § 71750 (c)(1)	<p><b>Violation Description:</b> The pro-rata refund policy on page 7 of the institution's enrollment agreements, does not comply with CEC § 94919 (c) and 5 CCR § 71750 (c)(1). The Bureau's requires refunds to be calculated based on the number of days or hours in the program. Whereas the institution identifies pro rata refunds are based on the number of full number of weeks completed.</p> <p><b>Correction:</b> The institution shall update the refund policy in all enrollment agreements to comply with CEC 94919 (c) and 5 CCR § 71750 (c)(1), pursuant to CEC § 94911 (e)(2)</p>
10	CEC §94911 (i)(1)	<p><b>Violation Description:</b> The institution's enrollment agreements failed to contain the required verbatim statement:</p> <p>"Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain</p>

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		<p>important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.”</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to include the above-mentioned statement, pursuant to CEC §94911 (i)(1).</p>
11	CEC §94911 (i)(2)	<p><b>Violation Description:</b> The institution’s enrollment agreements failed to contain a line for the student to initial, and including the required verbatim statement: “I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to include the above-mentioned statement and a line for the student to initial, pursuant to CEC §94911 (i)(2).</p>
12	CEC § 94902 (a)	<p><b>Violation Description:</b> The institution’s enrollment agreements failed to identify a designated location for the student and authorized employee of the institution to sign the enrollment agreement.</p> <p><b>Correction:</b> The institution shall update all enrollment agreements to clearly to identify a designated location for the student and authorized employee of the institution to sign the enrollment agreement, pursuant to CEC § CEC § 94902 (a).</p>
13	CEC §94897 (l)	<p><b>Violation Description:</b> On the institution’s website (<a href="https://www.socalsem.edu/bureau-for-private-postsecondary-education/">https://www.socalsem.edu/bureau-for-private-postsecondary-education/</a> and <a href="https://www.socalsem.edu/accreditation-assessment/">https://www.socalsem.edu/accreditation-assessment/</a>)</p>

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		<p>the institution references they are “Approved” or “approved to operate” by the Bureau, however the institution failed to define the term approved.</p> <p><b>Correction:</b> The institution shall update the statements on its website, where the institution identifies it is approved by the Bureau for Private Postsecondary Education (BPPE) to state, “BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009”.</p>
14	CEC § 94913 (a)(1)	<p><b>Violation Description:</b> The institution’s website contains a catalog with violations identified in this NTC.</p> <p><b>Correction:</b> Once the institution's catalog has been updated to remedy the violation(s), the institution shall update its website to provide the current/updated institution catalog pursuant to CEC § 94913(a)(1).</p>
15	5 CCR §76140 (a)(1)(7)(8)(9)	<p><b>Violation Description:</b> The institution’s 2025 1<sup>st</sup> &amp; 2024 4<sup>th</sup> Quarter STRF supporting documentation failed to contain record of the student’s:</p> <p>2024 4<sup>th</sup> Quarter</p> <ul style="list-style-type: none"> <li>(1) Student identification number,</li> <li>(7) Date enrollment agreement signed,</li> <li>(8) Course costs,</li> <li>(9) Amount of STRF assessment collected,</li> </ul> <p>2025 1<sup>st</sup> Quarter</p> <ul style="list-style-type: none"> <li>(7) Date enrollment agreement signed,</li> <li>(8) course costs,</li> </ul> <p><b>Correction:</b> The institution shall update the 2025 1<sup>st</sup> &amp; 2024 4<sup>th</sup> Quarter STRF supporting documentation, pursuant to 5 CCR § 76140 (a) (1)(7)(8)(9)</p>
16	5 CCR § 71760	<p><b>Violation Description:</b> The institution failed to provide self-monitoring procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p><b>Correction:</b> The institution shall provide a copy of its self-monitoring procedures used by the institution to</p>

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		assure that it is maintained and operated in compliance with the Act and this Division, pursuant to 5 CCR § 71760.

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:	Thomas Varallo, Registrar
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

## NOTICE TO COMPLY DECLARATION

CU- 3701291-08202025

Institution Name:	Southern California Seminary	Institution Telephone:	(619)201-8951
Institution Code:	3701291	Administrator Name:	Thomas Varallo
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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