



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – CA 8675309 0716 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Methodist Theological Seminary in America	Institution Telephone:	213-386-0080
Institution Code:	8675309	Administrator Name:	Sungdo Kang
Street Address:	1800 N. Western Ave. Los Angeles CA 90027	Date of Inspection:	7/26/16

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
§94902 - General Enrollment Requirements.	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.</p> <p>The institution did not maintain student records which contained copies of an executed enrollment agreement including signatures by the student and by an authorized employee of the institution.</p> <p>To remedy this violation, the institution shall update student files to contain verification of an executed enrollment agreement, including signatures by the student and by an authorized employee of the institution. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including properly executed enrollment agreements in their files.</p> <p>The institution shall submit with their response copies of three current student files, with all the required documents required to be maintained.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§94902 - General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to</p>

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 Administrator's Initial: *SK*

subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.

The institution did not maintain student records which contained copies of signed School Performance Fact Sheets.

To remedy this violation, the institution shall update student files to include copies of signed School Performance Fact Sheets. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including signed School Performance Fact Sheets in their files.

The institution shall submit with their response copies of three current student files, with all the documents required to be maintained.

Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§94912 - Signature, Initials Required.

Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.

The institution did not maintain student records which contained copies of signed School Performance Fact Sheets.

To remedy this violation, the institution shall update student files to include copies of signed School Performance Fact Sheets. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including signed School Performance Fact Sheets in their files.

The institution shall submit with their response copies of three current student files, with all the documents required to be maintained.

Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

Code of Regulations

§71920 - Student Records.

Subsection, Description, and Required Correction

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:
(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's

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qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test .

The institution did not maintain student records which contained verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work. Student files did not contain a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination.

To remedy this violation, the institution shall update student files to contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, which may include: a copy of a recognized high school diploma, GED certificate, or results from an ability-to-benefit examination. The institution shall submit with their NTC response documentation of an established policy and procedure showing the institution is including written records and transcripts documenting the student's ability to do college level work.

The institution shall submit with their response copies of three current student files, with all the documents required to be maintained.

Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

§71920 - Student Records.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:
(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.

The institution did not maintain student records containing the dates of enrollment for each student, including dates of leaves of absences and graduation. Withdrawn student files did not contain the dates of withdrawal or termination.

To remedy this violation, the institution shall update student files to contain the dates of enrollment and, if applicable, dates of leaves of absence for each student. Withdrawn or terminated student files shall contain the date of withdrawal or termination. The institution shall submit with the NTC response copies of documentation in three withdrawn student files showing the dates enrollment, the dates of leaves of absence, and the date of withdrawal. The institution shall submit with their NTC response documentation of an

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		<p>established policy and procedure requiring the dates of enrollment, leaves of absences, and withdrawal be maintained in each student's file.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§71920 - Student Records.		<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.</p> <p>The institution did not maintain complete financial records documenting the amount of money received from or on behalf of each student and the date on which the money was received in each student file. Ledgers were not maintained.</p> <p>To remedy this violation, the institution shall maintain in each student's financial record, documentation of the total amount of money received from or on behalf of the student and the dates on the money was received. The institution shall submit with their NTC response, documentation of the total amount of money received from or on behalf of the student and the dates the money was received for three current and three withdrawn student files. The institution shall submit with their NTC response documentation of an established policy and procedure requiring a document showing to total amount of money received from or on behalf of the student and the date or dates on which the money was received be maintained in each student's file.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
§71920 - Student Records.		<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (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 did not maintain withdrawn student files which contain a document specifying the amount of refund obligated to the student, including the amount refunded for tuition and other itemized charges, the method of calculating the refund, and the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p>To remedy this violation, the institution shall provide copies of</p>

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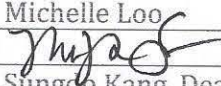

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three withdrawn student files including; enrollment agreements, copies of documentation showing all monies received from or on behalf of the withdrawn student, and copies of documentation the institution issued a refund if a refund was due. The institution shall provide with their NTC response documentation of the institution's established policy and procedure for calculating and issuing accurate refunds to students and maintaining that documentation in each withdrawn student's file.

The withdrawn files shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Sungdo Kang, Dean
Institution Administrator's Signature:	

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

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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 **AUGUST 26, 2016**

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Administrator's Initial: *K*