



NOTICE TO COMPLY – CA-55199106-0521 (Ed. Code §94935 & 5, CCR §75010)

Institution Name:	Giligia College	Institution Telephone:	(818) 881-1112
Institution Code:	55199106	Administrator Name:	Amie Garcia
Street Address:	15643 Sherman Way Unit 140 Van Nuys, 91406	Date of Inspection:	5/6/2021

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:

Referenced Law	Subsection , Description, and Required Correction
§94897 - Prohibited Business Practices.	<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>The institution’s catalog failed to include a statement indicating approval to operate means the institution is in compliance with minimum state standards.</p> <p>To remedy the violation, the institution shall revise their catalog to include the full disclosure listed above. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p> <p>For reference you may use language similar to the following:</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>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or</p>

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Inspector’s Initial: *[Signature]*

Administrator’s Initial: *HG*

	<p>electronically, with a school catalog containing, at a minimum, all of the following: (16) A statement specifying whether the institution, or any of its degree programs, are accredited by an accrediting agency recognized by the United States Department of Education. If the institution is unaccredited and offers an associate, baccalaureate, master's, or doctoral degree, or is accredited and offers an unaccredited program for an associate, baccalaureate, master's, or doctoral degree, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</p> <p>The institution's catalog failed to include a statement indicating whether the institution is accredited by an agency recognized by the United States Department of Education.</p> <p>To remedy the violation, the institution shall revise their catalog to include the required statement listed above. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§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: (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 institution's catalog failed to list the current STRF fees on page 27 of the school's catalog. The list of charges shows STRF fees as \$0.</p> <p>To remedy the violation, the institution shall revise their catalog to include the correct STRF fees. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§94909 - Minimum Requirements for School Catalog. §76215 - Student Tuition Recovery Fund Disclosures.</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: (14)A description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.</p> <p>76215. Student Tuition Recovery Fund Disclosures</p>

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 (916) 574-8900(916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled

in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

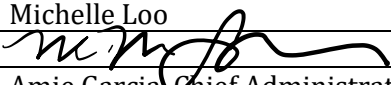
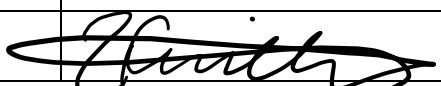
The institution's catalog failed to include a current STRF disclosure statement. As of 8/10/2017 the Student Tuition Recovery Disclosure (STRF) statement was changed.

	<p>To remedy the violation, the institution shall revise their catalog to include the updated disclosure listed above. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§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>(B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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 consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>On page 14 of the school catalog there are two separate refund policies, one under the title "Refund Policy" and the other "California Refund Policy." The two policies are contradictory and the language under "Refund Policy" is not compliant with the bureau's regulations.</p> <p>To remedy the violation, the institution shall revise their catalog and remove the language under "Refund Policy." A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p> <p>On page 14 of the catalog it states the registration fee is \$75, but on page 27 of the catalog it states the registration fee is \$175.</p> <p>To remedy the violation, the institution shall revise their catalog to reflect one consistent registration fee. A copy of the revised catalog shall be submitted with the last page of this document by the due date listed below.</p>
<p>§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>(b) Period covered by the enrollment agreement.</p> <p>The institution's enrollment agreement failed to include the period covered by the enrollment agreement which is required in addition to the program start and end date.</p>


	<p>To remedy the violation, the institution shall revise their enrollment agreement to include the period covered by the enrollment agreement. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</p>
<p>§76215 - Student Tuition Recovery Fund Disclosures.</p>	<p>(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.</p> <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."</p> <p>The institution's enrollment agreement failed to include the current STRF statement revised as of 8/10/2017.</p> <p>To remedy the violation, the institution shall revise their enrollment agreement to include the current STRF disclosure statement. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</p>
<p>§94911 - Minimum Requirements for Enrollment Agreement.</p>	<p>An enrollment agreement shall include, at a minimum, all of the following: (e) (1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>The institution's enrollment agreement has two different dates a student must cancel by and the catalog includes a third date. In addition to "cancellation and refund through attendance at the first class session or seventh day after enrollment" the enrollment agreement also states "cancellation can occur until midnight of the fifth business day following the first class you attend." The catalog states the student can cancel "up until the 7th business day after the first class attended."</p>

	<p>To remedy the violation, the institution shall revise their enrollment agreement and catalog to include a consistent cancellation date that meets the minimum requirements of the regulation listed above. A copy of the revised enrollment agreement and catalog shall be submitted with the last page of this document by the due date listed below.</p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(d) A clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>The institution's enrollment agreement failed to include a clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>To remedy the violation, the institution shall revise their enrollment agreement to include the required statement. A copy of the revised enrollment agreement shall be submitted with the last page of this document by the due date listed below.</p>
§94913 - Website	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1) The school catalog.</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>(3) Student brochures offered by the institution.</p> <p>(4) A link to the bureau's Internet Web site.</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website failed to include the most recent annual report submitted to the bureau. The annual report posted on the institution's website was for 2016.</p> <p>To remedy the violation, the institution shall post their most recent annual report submitted to the bureau, A copy of the link to the website shall be submitted with the last page of this document by the due date listed below.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Amie Garcia, Chief Administrative Officer
Institution Administrator's Signature:	

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Administrator's Initial: 

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>

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 6/6/2021

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Inspector's Initial: 

Administrator's Initial: 