



NOTICE TO COMPLY

CA-98908029-103024

Institution Name:	IPSB School of Integrative Psycho-Structural Bodywork	Institution Telephone:	(310) 342-7130
Institution Code:	98908029	Administrator Name:	Sabrina Ortolano
Street Address:	3400 Airport Ave. #25 Santa Monica, CA 90405	Inspection Date:	10/30/24

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
 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	5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b)	<p>Violation Description: The institution’s 2024 catalog failed to include the required verbatim language regarding the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update its 2024 catalog to include the above-mentioned required verbatim language pursuant to 5 CCR § 76215 (a) in conjunction with 5 CCR § 76215 (b).</p>
2	5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120	<p>Violation Description: Although the institution’s enrollment agreement identifies the STRF fee on page four in the list of itemized charges, the fee is incorrectly identified as “\$2.50 per \$1,000 of institutional charge”. The current fee is listed as “\$0.00 per \$1,000 of institutional charge.”</p> <p>Correction: The institution shall update its enrolment agreement, to include the current STRF value pursuant to 5 CCR § 71800 (e)(11) in conjunction with 5 CCR § 76120.</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 2 of the institution’s enrollment agreement contains unenforceable policy specifying cancellation fees. The policy is not compliant with CEC § 94920 (b), as 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), must be refunded.</p> <p>Correction: The institution shall update the enrollment agreement to remove the above-mentioned fees pursuant to CEC § 94911 (e)(2) in conjunction with CEC § 94920 (b).</p>
4	CEC § 94897 (o)	<p>Violation Description: The “Get the Details” section on the institution’s website, contains a prohibitive business practice regarding requiring a prospective student to provide personal contact information in order to obtain, from the institution’s internet website, educational program information that is required to be contained in the school catalog.</p> <p>Correction: The institution shall update its website, to remove the above-mentioned requirement pursuant to CEC § 94897 (o).</p>
5	CEC § 94897 (l)	<p>Violation Description: On the “New Students” and “Programs” webpages on the institution’s website, the institution identifies itself as approved by the Bureau, but without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter.</p> <p>Correction: The institution shall update its website to include the above-mentioned statement pursuant to CEC § CEC § 94897 (l).</p>

Violation	Code Section Violated	Description of the violation and required correction.
6	CEC § 94913 (a)(2)	<p>Violation Description: The institution failed to post on its website clear and conspicuous links to the school's 2021/2022 School Performance Fact Sheets for all programs offered by the school.</p> <p>Correction: The institution shall update its website to include a clear and conspicuous link to the school's 2021/2022 School Performance Fact Sheets for all programs offered by the school pursuant to CEC § 94913 (a)(2).</p>
7	5 CCR § 76140 (a)	<p>Violation Description: The institution's 2024 1st and 2nd Quarter STRF supporting documentation failed to contain record of the student's (1) Student identification number) and (3) Email address.</p> <p>Correction: To remedy this violation, the institution shall update the 2024 1st and 2nd Quarter STRF supporting documentation, pursuant 5 CCR § 76140 (a).</p>
8	5 CCR § 71730 (b)	<p>Violation Description: The institution's policies and procedures failed to maintain the duties, responsibilities, and performance evaluation criteria for the Chief Academic Officer set forth in a personnel manual or other writing maintained by the institution.</p> <p>Correction: The institution shall update its policies and procedures to include the above-mentioned policy, pursuant to 5 CCR § 71730 (b).</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:	Sabrina Ortolano, Owner
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	<i>Alec Taub</i>

NOTICE TO COMPLY DECLARATION

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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.

Signature

Date

Print Name and Title