



NOTICE TO COMPLY
 CA-56429785-11052024

Institution Name:	Middlebury Institute for International Studies at Monterey	Institution Telephone:	(831)647-4118
Institution Code:	56429785	Administrator Name:	Regina Garner
Street Address:	460 Pierce Street Monterey, CA 93940	Inspection Date:	11/5/2024

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	CEC § 94919 (c)	<p>Violation Description: The institution’s 2024-2025 Catalog contains and unenforceable statement on page 33 identifying an institution determined refund policy that dictates arbitrary refund amounts to arbitrary periods of time. In accordance with 94919 (c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.</p> <p>Correction: The institution shall update the 2024-2025 catalog to reflect a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.</p>


Violation	Code Section Violated	Description of the violation and required correction.
2	CEC § 94919 (d)	<p>Violation Description: On page 2 the enrollment agreement contains an unenforceable statement identifying all fees listed, with the exception of the student activity fee, as nonrefundable. In accordance with CEC § 94919 (d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>Correction: The institution shall update its enrollment agreement to reflect these charges as refundable during the cancellation period.</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:	Regina Garner Director of Student Financial Services
Bureau Compliance Analyst Name:	Ian Powers
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-56429785-11052024

Institution Name:		Institution Telephone:	
Institution Code:		Administrator Name:	
Street Address:		Inspection Date:	

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