



NOTICE TO COMPLY

CA-0106171-110424

Institution Name:	Montessori Institute of Advanced Studies	Institution Telephone:	(510) 581-3729
Institution Code:	0106171	Administrator Name:	Meher Van Groenou
Street Address:	22781 Canyon Court, Castro Valley, CA 94552	Inspection Date:	11/04/2024

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 § 94909 (a)(12)	<p>Violation Description: The institution's catalog failed to contain the complete bankruptcy statement.</p> <p>Correction: The institution's catalog shall contain the above information, pursuant to CEC § 94909 (a)(12).</p>
2	5, CCR § 71810 (b)(9)	<p>Violation Description: The institution's catalog failed to contain a description of the types of equipment and materials that will be used for instruction.</p> <p>Correction: The institution's catalog shall contain the above information, pursuant to 5, CCR § 71810 (b)(9).</p>
3	5, CCR § 71810 (b)(10)	<p>Violation Description: The institution's catalog failed to contain a description of the procedures for student access to the learning resources.</p> <p>Correction: The institution's catalog shall contain the above information, pursuant to 5, CCR § 71810 (b)(10).</p>

Violation	Code Section Violated	Description of the violation and required correction.
4	CEC § 94909 (a)(8)(A)	<p>Violation Description: The institution's catalog failed to disclose if the institution has entered into an articulation or transfer agreement with any other college or university.</p> <p>Correction: The institution's catalog shall contain the above information, pursuant to CEC § 94909 (a)(8)(A).</p>
5	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p>Violation Description: Page 29 of the institution's catalog under "Tuition," the section contains a Non-Refundable deposit toward tuition. These fees with the exception of the Registration fee (not to exceed \$250) are refundable during the cancellation period.</p> <p>Correction: The institution shall update the "Tuition," section on page 29 of the institution's catalog, pursuant to CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b).</p>
6	5, CCR § 71810 (b)(4)	<p>Violation Description: The institution's catalog failed to include the level of English language proficiency required of students and the kind of documentation of proficiency will be accepted.</p> <p>Correction: The institution's catalog shall contain the above information, pursuant to 5, CCR § 71810 (b)(4).</p>
7	CEC § 94909 (a)(9)	<p>Violation Description: The institution's catalog failed contain the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.</p> <p>Correction: The institution shall update the catalog to include above information pursuant to CEC § 94909 (a)(9).</p>
8	5, CCR § 76215 (a)	<p>Violation Description: The institution's catalog failed to contain a description of the students' rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update the catalog with the above information, pursuant to 5, CCR § 76215 (a).</p>

Violation	Code Section Violated	Description of the violation and required correction.
9	5, CCR § 76215 (b)	<p>Violation Description: The institution's catalog failed to contain a description of the students' rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update the catalog with the above information, pursuant to 5, CCR § 76215 (b)</p>
10	CEC § 94909 (a)(8)(B)	<p>Violation Description: Pages 34-35 of the institution's catalog failed to include refund policies consistent with the bureau's requirements.</p> <p>Correction: The institution shall update the institution's catalog with the above information, pursuant to CEC § 94909 (a)(8)(B).</p>
11	CEC § 94909 (a)(8)(C)	<p>Violation Description: Pages 34 of the institution's catalog failed to include probation policies.</p> <p>Correction: The institution shall update the institution's catalog with the above information, pursuant to CEC § 94909 (a)(8)(C).</p>
12	CEC § 94909 (a)(13)	<p>Violation Description: The institution's catalog failed to include a description of the nature and extent of placement services.</p> <p>Correction: The institution shall update the institution's catalog with the above information, pursuant to CEC § 94909 (a)(13).</p>
13	5, CCR § 71810 (b)(13)(B)	<p>Violation Description: The institution's catalog failed to include the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing.</p> <p>Correction: The institution shall update the institution's catalog with the above information, pursuant to 5, CCR § 71810 (b)(13)(B).</p>

Violation	Code Section Violated	Description of the violation and required correction.
14	5, CCR § 71810 (b)(15) in conjunction with 5, CCR § 71930(b)(1)	<p>Violation Description: The institution’s catalog failed to include that transcripts are retained permanently.</p> <p>Correction: The institution shall update the institution’s catalog with the above information, pursuant to 5, CCR § 71810 (b)(15) in conjunction with 5, CCR § 71930(b)(1)</p>
15	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution catalog failed to include the following disclosure: “The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-7580) or by visiting (www.osar.bppe.ca .gov).”</p> <p>Correction: The institution shall update the catalog to include the Office of Student Assistance and Relief disclosure, pursuant to CEC § 94909 (a)(3)(D).</p>
16	5, CCR § 71800 (b)	<p>Violation Description: The institution’s enrollment agreement failed to include period covered by the enrollment agreement.</p> <p>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to 5, CCR § 71800 (b).</p>
17	5, CCR § 71800 (c)	<p>Violation Description: The institution’s enrollment agreement failed to include the program start date and schedule completion date.</p> <p>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to 5, CCR § 71800 (c).</p>

Violation	Code Section Violated	Description of the violation and required correction.
18	CEC §94911(e)(1) in conjunction with CEC §94920(b)	<p>Violation Description: Page 1 of the institution’s enrollment agreement, under fees section mentioned “Non-Refundable deposit toward tuition” Please be advised these fees with the exception of the Registration fee/Application fee (not to exceed \$250) are refundable during the cancellation period.</p> <p>Correction: The institution shall update the fee section on page 1 of the enrollment agreement pursuant to CEC §94911 (e)(1) in conjunction with CEC §94920 (b).</p>
19	5, CCR § 71800 (e)(11) In conjunction with 5, CCR § 76120 (a)	<p>Violation Description: The institution’s enrollment agreement failed to mention the Student Tuition Recovery fund fee as (non-refundable) under the itemization of charges.</p> <p>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to 5, CCR § 71800 (e)(11) in conjunction with 5, CCR § 76120 (a).</p>
20	CEC § 94911 (b)	<p>Violation Description: The institution’s enrollment agreement failed to include the student’s obligation to the Student Tuition Recovery Fund, clearly identified as nonrefundable charge.</p> <p>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to CEC § 94911 (b).</p>
21	5, CCR § 76120 (a)	<p>Violation Description: On page 5 of the institution’s enrollment agreement, the institution failed to include the specific required language related to the Student Tuition Recovery Fund (STRF).</p> <p>Correction: The institution shall update the enrollment agreement to the above information pursuant to 5, CCR § 76120 (a).</p>

Violation	Code Section Violated	Description of the violation and required correction.
22	CEC § 94911 (e)(1)	<p>Violation Description: The enrollment agreement failed to include a clear and conspicuous caption, “STUDENT RIGHT TO CANCEL,” under which it is explained that the student has the right to cancel 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>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to CEC § 94911 (e)(1).</p>
23	CEC § 94911 (e)(2)	<p>Violation Description: The Institution’s enrollment agreement, failed to include the statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p>Correction: The institution shall update the enrollment agreement with the above information, pursuant to CEC § 94911 (e)(2).</p>
24	CEC § 94911(j)(2)	<p>Violation Description: Although page 3 of the institution’s enrollment agreement, contains the specific required language that directs students to the Bureau for unanswered questions however it references Bureau’s old address and phone number.</p> <p>Correction: The institution shall update the enrollment agreement with the Bureau’s current address (1747 North Market Boulevard, Suite 225, Sacramento, California, 95834), and current telephone number (916-574-8900 or (888) 370-7589), pursuant to CEC § 94911(j)(2).</p>
25	CEC § 94913 (1)	<p>Violation Description: The institution’s website failed to update a link to the institution’s current catalog.</p> <p>Correction: The institution shall update the institution’s website, pursuant to CEC § 94913 (1).</p>

Violation	Code Section Violated	Description of the violation and required correction.
26	CEC § 94913 (2)	<p>Violation Description: The institution's website failed to provide a current School Performance Fact Sheet year 2021-2022 for each educational program offered by the institution.</p> <p>Correction: The institution shall update the institution's website, pursuant to CEC § 94913 (2).</p>
27	CEC § 94913 (5)	<p>Violation Description: The institution's website failed to update the clear and conspicuous link to the institution's most recent annual report submitted to the bureau.</p> <p>Correction: The institution shall update its website to include the above information, pursuant to CEC § 94913 (5).</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:	Meher Va Groenou, CAO/Director
Bureau Compliance Analyst Name:	Gurinder Sandhu
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-0106171-110424

Institution Name:	Montessori Institute of Advanced Studies	Institution Telephone:	(510) 581-3729
Institution Code:	0106171	Administrator Name:	Meher Van Groenou
Street Address:	22781 Canyon Court, Castro Valley, CA 94552	Inspection Date:	11/04/2024

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