



NOTICE TO COMPLY
 CA-18507355-111224

Institution Name:	Montessori Teacher College Sacramento	Institution Telephone:	(916) 685 4410
Institution Code:	118507355	Administrator Name:	Sara Nelson
Street Address:	8842 Williamson Drive, Elk Grove, CA 95826	Inspection Date:	11/12/2024

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	5, CCR § 71810 (b)(1)	Violation Description: The institution's catalog failed to update the specific beginning and ending dates defining the time period covered by the catalog. The dates should be specific and include "Month, Day, Year – Month, Day, Year." Correction: The institution's catalog shall contain the above information, pursuant to 5, CCR § 71810 (b)(1).
2	5, CCR § 71810 (b)(9)	Violation Description: The institution's catalog failed to contain a description of the facilities. Correction: The institution's catalog shall contain the above information, pursuant to 5, CCR § 71810 (b)(9).
3	5, CCR § 71810 (b)(10)	Violation Description: The institution's catalog failed to contain a description of library and other learning resources and the procedures for student access to the learning resources.

Violation	Code Section Violated	Description of the violation and required correction.
		Correction: The institution's catalog shall contain the above information, pursuant to 5, CCR § 71810 (b)(10).
4	CEC § 94909 (a)(9) in conjunction with 5, CCR § 76120 (a)	<p>Violation Description: The institution's catalog, failed to contain the current STRF assessment fee within the list of tuition fees,</p> <p>Correction: The institution shall update the catalog to reflect the current STRF assessment fee which is zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, pursuant to CEC § 94909 (a)(9) in conjunction with 5, CCR § 76120 (a).</p>
5	CEC § 94909 (a)(15)	<p>Violation Description: On page 13 of the Institution's catalog the institution inserted the institution's name within the section of the disclosure that requires the "name of the educational program" or if institution offers more than one educational program, "the educational program" may be inserted.</p> <p>Correction: The institution shall update the disclosure on page 13 of the catalog, pursuant to CEC § 94909 (a)(15).</p>
6	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>
7	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.
8	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>
9	CEC § 94909 (a)(8)(B)	<p>Violation Description: Page 15 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>
10	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>
11	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>

Violation	Code Section Violated	Description of the violation and required correction.
12	5, CCR § 71800 (a)	<p>Violation Description: The institution's enrollment agreement failed to include the name and address of the institution and the addresses where instruction will be provided.</p> <p>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to 5, CCR § 71800 (a).</p>
13	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>
14	5, CCR § 71800 (d)	<p>Violation Description: The institution's enrollment agreement failed to include the date by which the student must exercise his or her right to cancel or withdraw, and the refund policy.</p> <p>Correction: The institution shall update the enrollment agreement to include the above information, pursuant to 5, CCR § 71800 (d).</p>
15	5, CCR § 71800 (e)(11) In conjunction with 5, CCR § 76120 (a)	<p>Violation Description: The institution's enrollment agreement failed to include the Student Tuition Recovery fund fee (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>
16	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>

Violation	Code Section Violated	Description of the violation and required correction.
17	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>
18	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 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>
19	CEC § 94909 (a)(15)	<p>Violation Description: On page 12 of the Institution's enrollment agreement, the institution inserted the institution's name within the section of the disclosure that requires the "name of the educational program" or if institution offers more than one educational program, "the educational program" may be inserted.</p> <p>Correction: The institution shall update the enrollment agreement with the above information, pursuant to CEC § 94909 (a)(15).</p>
20	CEC § 94911(j)(2).	<p>Violation Description: The institution's enrollment agreement failed to include the specific required statement directing students to the Bureau for filling a complaint with the Bureau.</p> <p>Correction: The institution shall update the enrollment agreement to include the above disclosure, pursuant to CEC § 94911 (j)(2).</p>

Violation	Code Section Violated	Description of the violation and required correction.
21	5, CCR § 71716 (a)	<p>Violation Description: The institution's enrollment agreement failed to include the distance education disclosures.</p> <p>Correction: The institution shall update the enrollment agreement to include distance education disclosures pursuant to 5, CCR § 71716 (a).</p>
22	5, CCR § 71716 (b)	<p>Violation Description: The institution's enrollment agreement failed to include the distance education disclosure.</p> <p>Correction: The institution shall update the enrollment agreement to include distance education disclosure pursuant to 5, CCR § 71716 (b).</p>
23	5, CCR § 71716 (c)(2)	<p>Violation Description: The institution's enrollment agreement failed to include the distance education disclosure.</p> <p>Correction: The institution shall update the enrollment agreement pursuant to 5, CCR § 71716 (c)(2).</p>
24	CEC § 94913 (1)	<p>Violation Description: The institution's website failed to provide a link to the institution's catalog.</p> <p>Correction: The institution shall update the institution's website, pursuant to CEC § 94913 (1).</p>
25	CEC § 94913 (2)	<p>Violation Description: The institution's website failed to provide a School Performance Fact Sheet 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>

Violation	Code Section Violated	Description of the violation and required correction.
26	CEC § 94913 (5)	<p>Violation Description: The institution's website failed to include the clear and conspicuous link to the institution's most recent annual report submitted to the bureau or if the information is not available yet, a note stating when it will be available.</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:	Sara Nelson, Owner
Bureau Compliance Analyst Name:	Gurinder Sandhu
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-18507355-111224

Institution Name:	Montessori Teacher College Sacramento	Institution Telephone:	(916) 685 4410
Institution Code:	118507355	Administrator Name:	Sara Nelson
Street Address:	8842 Williamson Drive, Elk Grove, CA 95826	Inspection Date:	11/12/2024

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