NOTICE TO COMPLY
CA-3004561 -102024

Institution Name:	South Baylo University	Institution Telephone:	(714) 533-1495
Institution Code:	3004561	Administrator Name:	Pia Melen
Street Address:	1126 N Brookhurst St Anaheim, CA 92801	Inspection Date:	10.22.2024

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)(3)(D)	**Violation Description:** The institution's catalog failed to include the required statement regarding "The Office of Student Assistance and Relief" (OSAR) pursuant to CEC § 94909 (a)(3)(D). **Correction:** The institution shall update the catalog to include the required statement regarding, "The Office of Student Assistance and Relief" (OSAR) pursuant to CEC § 94909 (a)(3)(D). (*www. https://osar.bppe.ca.gov/ *Phone: (888) 370–7589, Option #5)
2	CEC § 94897 (s)	**Violation Description:** The institution's catalog and brochures contain language that violates Section 1788.93 of the Civil Code pursuant to CEC § 94897 (s). (Catalog page 42- #4, and brochures: Clear all indebtedness and other obligations to the University.) **Correction:** The institution shall update the catalog and brochures by removing any reference that violates Civil Code 1788.93. pursuant to CEC § 94897 (s). (Catalog page 42, brochures, and any other place it is so stated.

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Violation	Code Section Violated	Description of the violation and required correction.
		Brochures on the website shall be updated with corrected ones).
3	CEC § 94909 (a)(4)	**Violation Description:** The institution's catalog failed to state the location where classes will be held pursuant to CEC § 94909 (a)(4). **Correction:** The institution shall update the catalog to include the location where instruction will be held, pursuant to CEC § 94909 (a)(4).
4	5 CCR § 71810 (a) In conjunction with 5 CCR § 71810 (b)(1)	**Violation Description:** The institution's catalog failed to demonstrate compliance of updating the catalog annually pursuant to 5 CCR § 71810 (a) in conjunction with 5 CCR § 71810 (b)(1). (Page 4) **Correction:** The institution shall update the catalog annually and demonstrate compliance by updating the dates of the time period covered by the catalog, pursuant to 5 CCR § 71810 (a) in conjunction with 5 CCR § 71810 (b)(1). (Page 4)
5	CEC § 94909 (a)(12)	**Violation Description:** The institution's catalog failed to address each part of the regulation regarding the required bankruptcy statement, pursuant to CEC § 94909 (a)(12). (Failed to specify whether or not the institution has a pending petition in bankruptcy or is operating as a debtor in possession.) **Correction:** The institution shall update the catalog with the required statement addressing all parts of the regulation, pursuant to CEC § 94909 (a)(12). (Page 11)
6	5 CCR § 71810 (b)(4)	**Violation Description:** The institution's catalog failed to include a statement whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost pursuant to 5 CCR § 71810 (b)(4). **Correction:** The institution shall update the catalog with a statement whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost pursuant to 5 CCR § 71810 (b)(4). (Pages 13-14)

Violation	Code Section Violated	Description of the violation and required correction.
7	CEC § 94909 (a)(5)	**Violation Description:** The institution's catalog failed to include sufficient information regarding a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, pursuant to CEC § 94909 (a)(5). (hybrid or distance education is not mentioned) **Correction:** The institution shall update the catalog with a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, pursuant to CEC § 94909 (a)(5). The description shall include the method of instruction such as distance/ hybrid and campus methods of instruction.)
8	5 CCR § 71800 (a)	**Violation Description:** The institution's enrollment agreement includes two address locations where classes are held (main and a branch), please specify which location the student has signed up for and is required to attend pursuant to 5 CCR § 71800 (a). (if this is a hybrid program that should also be disclosed) **Correction:** The institution shall update the enrollment agreement to indicate which location the student will attend and if it is a hybrid program that shall be disclosed also pursuant to 5 CCR § 71800 (a).
9	CEC § 94911 (c)	**Violation Description:** The institution's enrollment agreement failed to include the charges in the required format, underlined capital letters pursuant to CEC § 94911 (c). (Page 5) **Correction:** The institution shall update the enrollment agreement to include the charges in the required format by underlining them pursuant to CEC § 94911 (c). (Page 5) Example: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

Violation	Code Section Violated	Description of the violation and required correction.
10	CEC § 94911 (j)(1)	**Violation Description:** The institution's enrollment agreement failed to include the correct phone number for the bureau within the disclosure pursuant to CEC § 94911 (j)(1). **Correction:** The institution shall update the enrollment agreement to include the bureau's correct phone number within the required disclosure pursuant to CEC § 94911 (j)(1).

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:	Pia Melen, Academic Dean
Bureau Compliance Analyst Name:	Laura Cheah
Bureau Compliance Analyst Signature:	*Laura Cheah*

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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