



## NOTICE TO COMPLY

CA-3303961-100224

Institution Name:	RTC College	Institution Telephone:	(951) 727-8716
Institution Code:	3303961	Administrator Name:	Ingrid Miron
Street Address:	10427 San Sevaine Way, Suite A, B, C, E, F, G Jurupa Valley, CA 91752	Inspection Date:	10/2/24

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](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)(5)	<p><b>Violation Description:</b> The institution’s 2024 catalog failed to contain the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.</p> <p><b>Correction:</b> The institution shall update its 2024 catalog to include the above-mentioned requirements for completion pursuant to CEC § 94909 (a)(5).</p>
2	CEC § 94909 (a)(6)	<p><b>Violation Description:</b> The institution’s 2024 catalog failed to contain a list of the requirements for eligibility for licensure, for all programs designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.</p> <p><b>Correction:</b> The institution shall update its 2024 catalog to include the above-mentioned requirements for eligibility for licensure pursuant to CEC § 94909 (a)(6).</p>

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(8)(B) in conjunction with CEC § 94920 (b)	<p><b>Violation Description:</b> Pages 31 and 34 of the institution's 2024 catalog, contains an unenforceable policy specifying the return of books and equipment within a certain timeframe within the cancellation period as potential nonrefundable items. 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><b>Correction:</b> The institution shall update the refund and cancellation policy in its 2024 catalog. The policy must demonstrate compliance with CEC § 94909 (a)(8)(B) and CEC § 94920 (b).</p>
4	CEC § 94909 (a)(8)(B) in conjunction with 5 CCR § 71750 (c)(1)	<p><b>Violation Description:</b> The pro-rata refund sample on page 32 of the institution's 2024 catalog, do not comply with 5 CCR § 71750 (c)(1).</p> <p><b>Correction:</b> The institution shall update the pro-rata refund policy on pages 29 and 30 of the institution's 2024 catalog pursuant to CEC § 94909 (a)(8)(B) and 5 CCR § 71750 (c)(1).</p>
5	CEC § 94909 (a)(10)	<p><b>Violation Description:</b> The institution's 2024 catalog failed to contain whether the institution participates in state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to state financial aid programs.</p> <p><b>Correction:</b> The institution shall update its 2024 catalog to include the above-mentioned policy pursuant to CEC § 94909 (a)(10).</p>

Violation	Code Section Violated	Description of the violation and required correction.
6	5 CCR §71810 (b)(14) injunction with CEC § 94897 (m)	<p><b>Violation Description:</b> The grievance policy on page 11 of the institution’s 2024 catalog, implies that the institution will reach out to the Bureau if a grievance is not resolved, instead of allowing a student to reach out. This policy is in violation of CEC § 94897 (m), as the institution cannot engage in any unfair act to persuade a student not to complain to the bureau or another government agency.</p> <p><b>Correction:</b> The institution shall update its 2024 catalog, to remove the above-mentioned policy pursuant to 5 CCR §71810 (b)(14) injunction with CEC § 94897 (m).</p>
7	5 CCR § 76140 (a)	<p><b>Violation Description:</b> The institution’s 2023 4th and 2024 1st Quarter STRF supporting documentation failed to contain record of the student’s (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid.</p> <p><b>Correction:</b> To remedy this violation, the institution shall update the 2024 1<sup>st</sup> and 2<sup>nd</sup> Quarter STRF supporting documentation, pursuant 5 CCR § 76140 (a).</p>
8	CEC § 94913 (a)(5)	<p><b>Violation Description:</b> The institution failed to post on its website clear and conspicuous links to the institution’s most recent annual report submitted to the Bureau.</p> <p><b>Correction:</b> The institution shall update its website to include a clear and conspicuous link to the school’s most recent Annual Report, pursuant to CEC § 94913 (a)(5).</p>


Violation	Code Section Violated	Description of the violation and required correction.
9	CEC § 94897 (I)	<p><b>Violation Description:</b> On the institution's main webpage, it is identified that the institution is approved by the California Bureau for Private Postsecondary Education, however the institution failed to define the term approved by.</p> <p><b>Correction:</b> The institution shall update the statements within the webpages, where the institution identifies it is approved by the California Bureau for Private Postsecondary Education to state, "BPPE APPROVED – Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009".</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:	Ingrid Miron, Academic Director
Bureau Compliance Analyst Name:	Alec Taub
Bureau Compliance Analyst Signature:	

## 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