

February 12, 2017

**ELECTRONIC DELIVERY**

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President  
Elegance International  
6767 Sunset Blvd.  
Hollywood, CA 90028

**School #000390**  
**Warning**

At its November 2017 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the Application for Renewal of Accreditation submitted by Elegance International located in Hollywood, California. Upon review of the August 1, 2017 Team Summary Report (“TSR”) and the school’s response to that report, the Commission voted to place Elegance International on Warning with a subsequent review scheduled for ACCSC’s August 2018 meeting. The bases for the Commission’s action and the requirements for the school’s response are set forth below.

1. Elegance International must demonstrate that the information provided to the Commission is accurate and reliable (*Section I (E)(1), Rules of Process and Procedures, Standards of Accreditation*). Specifically, the TSR indicates four instances that caused the on-site evaluation team to question the accuracy and reliability of the information provided, some of which had to do with complaints received. In response to this concern, Elegance International asserted its belief that because the complaints are anonymous, the on-site evaluation team should not have relied upon the information provided in those complaints. Elegance International also pointed to former disgruntled staff members as being the possible complainants and stated that:

*...in good faith, the Institution provided the Team with all of the information they were asked for at all times. Elegance supplied complete, truthful, and accurate information to the best of its ability and yet, the Institution still has no information regarding these anonymous noncompliant allegations that may have cast a negative shadow upon the Institution. The Institution still believes that this anonymous information and allegations were not utilized in the spirit of accreditation. But the Institution did provide the Team with what they were asked for, as best as the Institution could.*

The Commission reviewed closely the school’s response and is unsure what to make of this matter. First, the Commission cannot overlook that what transpired during and after the on-site evaluation with regard to allegations of impropriety is unusual. Second, neither the on-site evaluation team nor the Commission can ignore the allegations simply because a complainant is anonymous.<sup>1</sup> Third, the Commission has several remaining questions as outlined in this letter, regarding the school’s compliance with accrediting standards – many of which revolve around the completeness, accuracy, and/or reliability of the school’s documentation. As a reminder, the onus to demonstrate compliance falls upon the school and the Commission determined that the school has not as of yet met that burden. Thus, the Commission believes that evidence does exist to warrant follow-up in this area.

Based on the foregoing, the Commission directs Elegance International to submit a signed attestation from all school employees that to the best of their knowledge and belief, the information that those employees prepared for the purposes for completing the Application for Accreditation, Self-Evaluation

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<sup>1</sup> The Commission’s *Rules of Process and Procedure* state that while a complaint “should” include a written Complaint Form, the Commission “will” review all complaints received (*Section VI (A)(3), Rules of Process and Procedure, Standards of Accreditation*).

Report, Response to the Team Summary Report and any Annual Report is truthful, accurate, and reliable.

2. Elegance International must re-submit the Graduation and Employment Charts for each of the school's programs (*Section VII (B)(1)(b)(ii), Substantive Standards, Standards of Accreditation*). The on-site evaluation team found that the school had not correctly completed the ACCSC Graduation and Employment Charts for the 2016 Annual Report. In response, the school submitted new charts; however, the charts submitted are not labeled and therefore there is no way to discern which programs align to the reported rates. Moreover, the school provided six charts (a 12-month and a 15-month schedule version) when only four charts should be required for the school's two approved programs. Again, the charts are not labeled so it is impossible to discern what data the school reported. The errors in the school's response notwithstanding, in an attempt to get a better understanding of the school's outcomes the Commission reviewed the school's 2017 Annual Report. However, the Commission's attempt was stymied because in the 2017 Annual Report the school submitted two Graduation and Employment Charts for the 12-month Artistry of Makeup program with different data and no charts for the 15-month schedule of either the Artistry of Makeup program or the Special Makeup Effects program. Additionally, Elegance International indicated that in an effort to ensure accurate reporting the school has hired a new Career Services Manager and is in the process of hiring an additional Career Services Coordinator. The Commission found that the response does not demonstrate that the school's efforts in this regard have had a positive effect thus far.

Therefore, the Commission determined that Elegance International has failed to provide the Commission with accurate and reliable graduation and employment data. Based on the foregoing, the Commission directs the school to submit the following:

- a. An ACCSC Graduation and Employment Chart using a July 2017 Report Date for each schedule of each of the school's approved programs – this means four charts as follows: 12-month Artistry of Makeup; 15-month Artistry of Makeup; 12-month Special Makeup Effects; and 15-month Special Makeup Effects and
  - b. An ACCSC Graduation and Employment Chart using a January 2018 Report Date for each schedule of each of the school's approved programs – this means four charts as follows: 12-month Artistry of Makeup; 15-month Artistry of Makeup; 12-month Special Makeup Effects; and 15-month Special Makeup Effects.
3. Elegance must support the data reported in each Graduation and Employment Chart (*Section VII (B)(1)(b), Substantive Standards, Standards of Accreditation*). The on-site evaluation team cited three instances where it found that the school could not support the data reported in the "Unavailable for Graduation," "Graduates-Further Education," and "Unavailable for Employment" categories on the Graduation and Employment Charts. In response, Elegance International indicated that the school either revised the data submitted, secured the proper verification documentation, or identified the students in question and provided supporting documentation.

The school's efforts notwithstanding, the Commission remains concerned regarding the accuracy and reliability of the information submitted. The school's response to the findings of improper classifications of students and graduates was to revise the data, secure the documentation, or explain the classification. This does not, in the Commission's view, demonstrate that the school has the foundational understanding of the Commission's reporting mechanism. For example, with regard to the graduates classified as "Unavailable for Employment" the school indicated that the two graduates were

“at the institution under an I-20” and that they “are not allowed to work on a regular basis.” This explanation, however, does not allay the Commission’s concerns because the school did not show how these classifications meet the specific criteria of the “Unavailable for Employment” category – i.e., only international students that return to their country of origin may be classified in this category, not international students who stay in the U.S. but are not eligible to work. Therefore, the Commission remains concerned with regard to the accuracy and reliability of the information provided.

Based on the foregoing, the Commission directs Elegance International to submit the following:

- a. For each Graduation and Employment Chart submitted in response to Item #2 above, submit the following:

- i. For each student classified as Unavailable for Graduation:

Student Name	Program	Justification for Classification	Documentation on File

- ii. For each student classified as a Graduate, a transcript;

- iii. For each graduate classified as Graduate-Further Education:

Student Name	Program	Reason for Classification	Documentation on File

- iv. For each graduate classified as Graduate-Unavailable for Employment:

Student Name	Program	Reason for Classification	Documentation on File

and

- v. For each graduate classified as Graduate-Employed in a related field:

Student Name	Program	Place of Employment	Documentation on File

- b. The disclosures made to students regarding the school’s graduation rate and employment rate as last reported to ACCSC; and
        - c. Any additional information that the school believes will be useful in demonstrating to the Commission that the information and data reported to ACCSC on the Graduation and Employment Charts is accurate and reliable.

- 4. Elegance International must demonstrate that the school only classifies graduates as employed in field who have garner employed for a reasonable period of time and as such can be considered sustainable (*Section VII (B)(1)(b), Substantive Standards, Appendix VII, Standards of Accreditation*). The on-site evaluation team cited areas where the school’s policy/definition of sustainable employment as “three paying gigs” is not in all instances followed. In response, the school argued that the TSR only includes certain excerpts of student emails that support the finding and that students do not understand what constitutes employment; however, the response does not include any documentation to show that the employment of the students cited meets the three-paying-gigs policy. Rather, the response shifts to make an argument regarding the appropriateness of the policy itself which was not cited in the TSR. Specifically, the school asserted that the on-site evaluation did not state that the three paying gig was not a legitimate form of demonstrating sustainable employment and the Commission agrees with that

assessment.<sup>2</sup> However, the on-site evaluation team found that the school did not support the consistent application of this policy and upon reviewing the school's response, the Commission concurs that additional documentation to show the consistent application of the "three-paying-gig" policy in concordance with the intent of the policy is warranted.

The Commission is willing to consider the "three-paying-gig" policy as meeting the intent of sustainable employment if the school presents the policy in full detail and can show with documentation that the school follows and implements the policy. As such, the Commission directs Elegance International to submit the following:

- a. A complete and clear statement of the "three-paying-gig" policy that includes parameters as to when a gig meets this policy;
  - b. A list of graduates from the Graduation and Employment Chart submitted in response to Item #2 in this letter who were classified as Graduates-Employed in Field; and
  - c. For each graduate included in the list above, provide all documentation supporting the employed-in-field classification to include those instances where the school used the three-paying-gig policy to establish that the employment was sustainable.
5. Elegance International must demonstrate that the school supports student achievement rates through verifiable records of initial employment of its graduates (*Section VII (B)(1)(b), Substantive Standards, Standards of Accreditation*). In response to the on-site evaluation team's concern in this regard, the school indicated that the school has employed a full-time Career Services Manager, phased out "verbal verification" of employment, hired two professional placement and externship individuals, and "created a team that focuses solely on placement." While the Commission read and understands the school's efforts, the Commission found that the school provided no evidence of the implementation or impact of its efforts.

Based on the foregoing, the Commission directs the school to submit the following:

- a. A full description of the career services offered to students;
- b. A list of all employees whose primary responsibilities include career services;
- c. An ACCSC Faculty Personnel Report for each individual included in (b.) above;
- d. A justification and to how the qualifications of each individual responsible for career services are appropriate and adequate to meet the school's "Students Come First" efforts;
- e. A list of graduates from the Graduation and Employment Chart submitted in response to Item #2 in this letter who were classified as Graduates-Employed in Field; and
- f. For each graduate included in the list above, provide all documentation supporting the employed-in-field classification to include those instances where the school used the three-paying-gig policy to establish that the employment was sustainable.

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<sup>2</sup> The Commission noted the school's claim that the school has been utilizing three paying gigs to define sustainable employment for the last five years and that ACCSC has *recognized this practice* [emphasis added] as a valid definition of sustainable employment. ACCSC, however, does not provide "recognition" of specific school policies and the lack of any concern cited in this area in the past should not be construed as a form of tacit approval. Moreover, Elegance International did not present the "three-paying-gig" policy to ACCSC in the school's last Self-Evaluation Report.

6. Elegance International must demonstrate that the school executes an enrollment agreement for all enrolled students (*Section IV (C)(2)(b), Substantive Standards, Standards of Accreditation*). In response to the on-site evaluation team’s concern in this regard, Elegance International indicated that “all of the students but one had signed their enrollment agreement within 14 days of the start of the term, which is within the rules of the institution and not unlike rules at other like institutions.” The Commission understands the school’s policy and the school’s assertion that its policy is in alignment with “like institutions.” The Commission also understands that the school uses a 14-day add/drop grace period and that the enrollment agreement is signed within that timeframe. However, the school’s policy does not comply with the Commission’s requirements. Specifically, *Section IV (C)(2)(d), Substantive Standards, Standards of Accreditation* states that “a school furnishes a copy of the enrollment agreement to the applicant at the time the applicant signs” and that “[a] school must furnish to the student prior to the student starting class a final copy of the enrollment agreement signed by both parties.” This does not mean that the school cannot have a 14-day grace period, but regardless of any withdrawal or cancellation policy, the school must complete the enrollment process and provide a copy of the enrollment agreement signed by both the student and the school prior to the student starting class.

Accordingly, the Commission directs the school to submit the following:

- a. A revised admissions and enrollment policy that clearly shows compliance with *Section IV (C)(2)(d), Substantive Standards, Standards of Accreditation*;
- b. A list of all student enrolled between March 1, 2018 and June 1, 2018 as follows:

Student	Program	Enrollment Date	Date Enrollment Agreement Provided to the Student	Class Start Date

and

- c. A copy of the Enrollment Agreement for each student included in the list in (b.) above.
7. Elegance International must demonstrate that prior to enrollment the school determines that an applicant meets the school’s admission requirements (*Section V (A) (4)(a-b), Substantive Standards, Standards of Accreditation*). In response to the on-site evaluation team’s concern in this regard, Elegance International stated the following:

*When a student decides to enroll during the 14 day add-drop, late grace start period, when the student enrolls during this grace period, the student most always completes all of their admission work in the one day that they were there at the Institution to enroll. So it is naturally logical to see that these students who enrolled during the grace period, signed their enrollment agreement, SLE Test Exam, transcript requests, etc., etc., all in one day, but still within the 14 day grace period.*

As in Item #6 above, the Commission found that the school’s use of a 14-day grace period to determine that admissions requirements are met is not in accordance with accrediting requirements. Specifically, *Section V (A)(4)(a-b), Substantive Standards, Standards of Accreditation* states that prior to enrollment a school a) determines that an applicant meets the school’s admissions requirements and b) secures documentation to demonstrate that the applicant meets all admissions requirement. Appendix V of the Standards of Accreditation further defines that “prior to enrollment” in the context of *Section V (A)(4)(a-b)* means prior to the acceptance of the student through the full execution of the enrollment

agreement (e.g., signed by the accepting school official) and before allowing a student to start classes. Therefore, the school’s policy does not appear to comply with accrediting requirements.

Accordingly, the Commission directs the school to submit the following:

- a. A revised admissions and enrollment policy that clearly shows compliance with *Section V(A)(4)(a-b) and Appendix V, Substantive Standards, Standards of Accreditation*;
- b. A list of all student enrolled between March 1, 2018 and June 1, 2018 as follows:

Student	Program	Enrollment Date	Date Admissions Documentation Secured	Class Start Date

and

- c. A copy of the admissions documentation secured for each student included in the list in (b.) above that show that the student met the school’s admissions requirements.
8. Elegance International must demonstrate that the school’s externships are offered in a bona fide occupational setting (*Section II (A)(8)(a-e), Substantive Standards, Standards of Accreditation*). The on-site evaluation found that the school may be using non-occupational settings for externships. In response, the school argued that the community events cited by the team (i.e., “YMCA Festival,” “Glendale Community Festival,” “One Healthy Community 5K,” “Whittier City Hall Health Fair,” and “Summer Camp Face Painting”) are viable and legitimate externship sites. The Commission was not persuaded by the school’s response. Many institutions in many different program areas do use community service events as a means to allow students to practice their skills. However, these events are not considered externship sites because they are not “occupational settings” and they are not overseen by an on-site supervisor from the externship site. Moreover, in contrast to the school’s argument, payment/salary is not what makes an externship site an occupational setting (but the students receive benefit through the opportunity to practice their skills in a legitimate work/occupational setting overseen by an externship-site supervisor). In addition, the comments from the students clearly show that students are dissatisfied with the school’s externship efforts. Therefore, the school may not consider volunteer community service events as externship hours.

The school in its response did reference a new externship policy developed by the Elegance faculty and staff and approved by the Institution’s [Program Advisory Committee] which the school described as “clearly more educationally sound than its predecessor.” However, the school did not provide a copy of the new policy and did not provide the Program Advisory Committee meeting minutes to show the committee’s review, discussion and approval of the new policy. As such, the school failed to clearly show what the current practice entails.

Based on the foregoing, the Commission directs the school to submit the following:

- a. A revised policy as to the selection criteria for what constitutes an externship site and a bona fide occupational setting;
- b. An explanation as to how the selection criteria ensures that students will apply practically the knowledge and skills taught in didactic and supervised laboratory settings of instruction;
- c. The school’s written training plan that specifies and identifies:

- i. The goals, educational objectives, and specific experiences and applications to be accomplished;
    - ii. The required educational resources and established timelines for the externship; and
    - iii. The evaluation process and criteria to be used that appropriately and fairly measure demonstrated competency and skill attainment;
  - d. A Staff Personnel Report for the school employee assigned to supervise individual student externships along with an explanation as to how that individual has the appropriate practical work experience qualifications for instructors (i.e., three years of related practical work experience in the occupational field associated with the training provided);
  - e. A list of bona fide occupational settings that the school is currently using as externship sites along with the designated on-site supervisor from the occupational setting who will guide and oversee the student learning experience and participate in student evaluations;
  - f. A description as to how school personnel orient the on-site supervisor to the schools' evaluation processes and criteria in order to ensure the appropriate and fair measurement of demonstrated competency and skill attainment; and
  - g. Survey results of all students either currently engaged in an externship or who have recently completed an externship (the survey must address the level of student satisfaction with the school's efforts to secure externship sites, the timeliness of securing externship sites, the support provided by the school's externship coordinator, the organization of the externship site, the preparedness of the externship site on-site supervisor, and whether the student believes that the externship site represents a bona fide occupational setting).
9. Elegance must demonstrate that the school's scholarships are a bona fide financial grant-in-aid to a qualified student based on specified criteria (*Section I (D) (2), Substantive Standards, Standards of Accreditation*). In addition, Elegance must demonstrate that the school avoids the payment of cash to any prospective student as an inducement to enroll (*Section IV (A) (12), Substantive Standards, Standards of Accreditation*). The Commission reviewed the school's response to the findings cited in the TSR in these regards and considered the school's explanation that former school staff may have provided misleading information to the team. In addition, the team cited the advertising of the availability of scholarships in Makeup Artist Magazine, but the school did not address whether this advertisement is correct or not. As such, the school did not completely address this issue and the Commission determined that securing additional information with regard to whether the school awards scholarships is warranted.

Based on the foregoing, the Commission directs the school to submit the following:

- a. The school's current policy and criteria regarding the award of any scholarships including how the school applies scholarships to a student's tuition balance;
- b. A copy of the school's current policy with regard to promotional "give aways," grants, or prizes;
- c. A copy of any current advertising that references the availability of scholarships;
- d. A list of any students that have received a scholarship or other credit applied to tuition;
- e. For any student listed in response to (d.) above, a copy of the student's ledger card showing the application of the scholarship, grant, or credit;

- f. For any scholarship granted, show that in fact the school applied money from a scholarship account to the student's account and that the school did not simply discount tuition; and
  - g. Any additional information that the school believes will be useful to the Commission in determining the school's compliance with scholarship and other awards.
10. Elegance must demonstrate that the school internally reviews and evaluates its recruiting policies (*Section IV (A)(9), Substantive Standards, Standards of Accreditation*). In response to the on-site evaluation team's finding in this regard, Elegance International stated that "the Institution has completed its meeting to internally review and evaluate its recruiting policies and procedures" and that "[t]his meeting took place on September 12, 2017." The school, however, provided no documentation to demonstrate that the meeting or review in fact took place, what exactly the school reviewed, the outcomes of the review, or any changes made to its recruiting policies. Therefore, the Commission directs the school to submit the following:
- a. The school's written policies with regard to admissions and recruitment to include expected qualifications for school personnel working in these areas;
  - b. All advertising currently being used by the school;
  - c. A list of all employees that have admissions and/or recruitment as their primary responsibilities;
  - d. A Staff Personnel Report for each employee listed in (b.) above;
  - e. Minutes from the September 12, 2017 meeting; and
  - f. A description of any changes made to the school's admissions/recruiting policies based upon the results of the internal review.
11. Elegance International must support the accuracy of its reported employment rates (*Section VII (B)(1)(b); Appendix VII; Substantive Standards, Standards of Accreditation*). Given that the independent third-party auditor could not verify or verified as different 51% (59 of 116) of the employment records audited, the on-site evaluation team requested additional information including a copy of the documentation that the school had relied on in classifying those graduates as employed in field. In response, Elegance International indicated that although the school had been able to contact the graduates for verification purposes, the school's graduates did not return the attempts to contact by the third-party auditor. Elegance International also indicated that the addition of a new Career Services Director and Externship Coordinator will improve the school's records of employment and ensuing verification of those records. While the Commission is certainly hopeful that the addition of staff resources will result in improvement with regard to the verifiability of the school's employment records, the Commission cannot overlook the fact that the review of both the on-site evaluation team and the Commission have yielded concerns regarding the accuracy and reliability of the school records.

Based on the foregoing and as a means to assess the reliability of the school's reported rates of employment, the Commission directs Elegance International to engage an independent third party<sup>3</sup> to verify the data submitted in response to this letter as follows:

- The independent third party must select minimally a 50% sample of employed graduates (classified as "Graduates-Employed in the Field") on line 14 of each Graduation and Employment Chart submitted in response to Item #2(b) and to report the verification results from that sample (once the

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<sup>3</sup> Please refer [here](#) for information on choosing an Independent Third-Party Employment Data Verification Auditor.

10% sample has been selected by the independent third-party verifier for the purposes of this Employment Verification Report, the independent third party may not alter the sample in an effort to get better results);

- The independent third party must verify employment records from the employer or graduate either verbally or in writing;
- The independent third party must verify the employment data in a manner independent and without assistance from the school, with the exception of the school’s provision of records to be verified.

The Commission directs the school to submit the following:

- a. A certification statement from the independent third party stating that:
  - i. The independent third party selected minimally a 10% sample of employed graduates (classified as “Graduates-Employed in the Field”) on Line 14 of **each** Graduation and Employment Chart;
  - ii. Once the 10% sample had been selected by the independent third party for the purposes of this supplemental employment verification, the independent third party did not alter the sample in an effort to get better results;
- b. The disclosures made by the school’s independent third party in accordance with Section VII (C) of the Self-Evaluation Report (see Item 4, page 35 of 55).<sup>4</sup>
- c. The independent third party’s full and unadulterated Employment Verification Report from the verification efforts that includes a clear explanation of:
  - i. The record selection and verification methodology;
  - ii. The verification categories used for the purposes of the verification process (e.g., “verified as correct,” “verified but different,” “unable to verify,” verified as not correct,” etc.); and
  - iii. The results of the independent third party’s efforts to verify the school’s employment records;
- d. If the independent third party cannot verify or verifies as different 20% or greater of the sample for any program, then provide an explanation as to how the school’s records can be considered “verifiable” in accordance with the Commission’s standards;
- e. A summary of the employment verification results for each Graduation and Employment Chart as follows:

Independent Third Party Initial Employment Verification - Reported Program Rates			
Report Date	Program Title (Credential)		Length of Program (Months)
January 2018			
Total number of students sampled	Total number of available students to sample*	Sample size percentage	
Verified as Correct	Verified but Different	Unable to Verify	Verified as Not Correct

<sup>4</sup> [ACCSC Self Evaluation Report – Renewal Application](#)

**Warning Restrictions:**

Pursuant to *Section VII (K)(7), Rules of Process and Procedure, Standards of Accreditation*, the Commission will not consider substantive changes, a change of location/relocation, or additions (i.e., separate facilities, new programs) to a school or its separate facilities while the school is under a Warning.

**Notification to Students:**

The Commission requires the school to inform current and prospective students in writing that the school has been placed on Warning and to provide a summary of the reasons for the Warning Order (*Section VII (K)(7) Rules of Process and Procedure, Standards of Accreditation*).

**Response Requirements:**

By applying for accreditation, a school accepts the obligation to demonstrate continuous compliance with the *Standards of Accreditation*. While the Commission employs its own methods to determine a school's compliance with accrediting standards, the burden rests with the school to establish that it is meeting the standards. The Commission's deliberations and decisions are made on the basis of the written record and thus a school must supply the Commission with complete documentation of the school's compliance with accrediting standards. The Commission noted the school's claims regarding the on-site evaluation team's findings – e.g., claims of the team making "false allegations," presenting inaccurate information to the Commission, etc. While the Commission has no issue with the school disagreeing with the on-site evaluation team's findings, the Commission expects that in so doing the school will clearly support its own assertions and claims and demonstrate compliance with accrediting standards. Overall, the Commission found that Elegance International failed to meet this burden in its response and encourages the school to focus more on demonstrating compliance with accrediting standards rather than disparaging the on-site evaluation team's efforts.

Elegance International must provide a response to the items expressed above that provides the information requested along with any additional information that the school believes supports a demonstration of compliance with accrediting standards.<sup>5</sup> If the school's response contains documentation that includes personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.

Elegance International must upload the school's electronic response directly to ACCSC's College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for Electronic Submission can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

Keep in mind, the school's response must be prepared in accordance with ACCSC's Instructions for Electronic Submission (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.

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<sup>5</sup> ACCSC has issued two modules of the **Blueprints for Success Series** – [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) – which provide a framework for submitting a well-documented, organized, electronic response for Commission consideration. ACCSC encourages the school to review these modules when formulating its response to this letter. More information is available in the [Resources section](#) at [www.accsc.org](http://www.accsc.org).

A \$500 processing fee is assessed when a school is placed on Warning. Accordingly, the school will receive an invoice, under separate cover, in the amount of \$500. The school's response must also include a signed certification attesting to the accuracy of the information and be received in the Commission's office **on or before June 29, 2018.**

If a response, the required fee, and the certificate of attesting to the accuracy of the information is not received in the Commission's office **on or before June 29, 2018** the Commission will consider further appropriate action.

For assistance with the password or for any other questions regarding the electronic submission requirements, please contact [REDACTED]. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school's management team, via e-mail.

For further assistance or additional information, please contact me directly at [REDACTED] or [REDACTED]

Sincerely,



Michale S. McComis, Ed.D.  
Executive Director