

R. Gonzalez Management Inc. (RGM)

Student Financial Aid Services
3560 S. La Cienega Blvd. Suite G
Los Angeles, CA 90016-4400

Phone No. (323) 730-8700
Fax No. (323) 730-8701
Web Page <http://www.rgmsms.com>

RGM Memo

Date: March 14, 2014
To: School Owners and Financial Aid Personnel
RE: BPPE Reports for California Schools Only

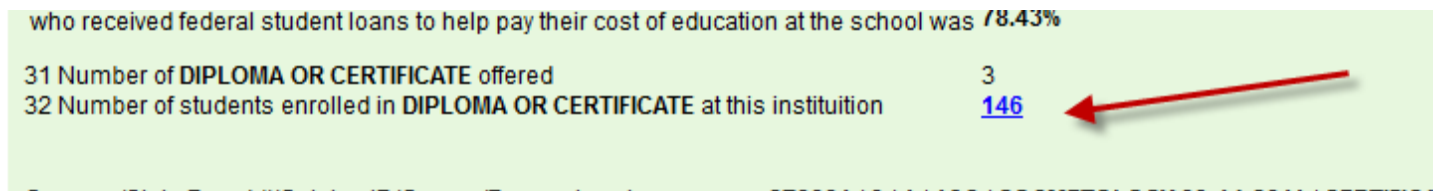
This Memo applies to California Schools only in reference to the State Requirements from the Bureau of Private Postsecondary Education (BPPE).

On September 1 of each year, the BPPE requires schools to submit the Annual Report which contains specific information related to your schools educational programs.

Along with the Annual Report, a School Performance Fact Sheet, a Financial Statement and current School Catalog must be submitted.

The Annual Report and School Performance Fact Sheet can be found under Administration, Annual Reports Transaction 1036.

Any item that contains a blue hyperlink needs to be opened in order to view the data within the hyperlink. Please see the example below:



who received federal student loans to help pay their cost of education at the school was 78.43%

31 Number of DIPLOMA OR CERTIFICATE offered	3
32 Number of students enrolled in DIPLOMA OR CERTIFICATE at this institution	146

Course/Inst. Descr. #Cst. ID/Course Descr. Level 370004 10/14/1403 / COSMETOLOGY 00 44 2014 / CERTIFIC

Another item that must be submitted is quarterly STRF Assessment Reporting Form. The due date for the 1st quarter is April 30, July 31st for the second quarter, October 31 for the third quarter and January 31 for the 4th quarter.

The data needed to complete the STRF Assessment Form is found in **RGM under Trx 6028**.

In addition, institutions must maintain records of additional data (see below) in an electronic format that is readily available and open to inspection by the Bureau upon request.

NOTE: this required data is available in RGM by clicking the blue hyperlink totals at the bottom of the STRF report (see below) in RGM-TRX 6028. It is recommended you save this data in Excel as BPPE will require it during inspections.

A. Student who signed enrollment agreements during 01/01/2014-03/31/2014	93
B. Students on Line A who are eligible for STRF	93
C. Students from Line B who have their first payment and STRF has been collected during this period 01/01/2014-03/31/2014	64
D. Students who signed enrollment agreements in prior reporting periods and who made their first payment and strf has been collected during this period 01/01/2014-03/31/2014	1
E. Enter total tuition charged for all eligible STRF students from Line C and D)	2836000
F. Calculate STRF assessment due. Multiply amount on Line E by .0005	1418
G. Bureau use only	
H. Total payment due from Line (F) minus Line (G)	

5 CCR §76140(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (1) Student identification number,
- (2) First and last names,
- (3) Email address,
- (4) Local or mailing address,
- (5) Address at the time of enrollment,
- (6) Home address,
- (7) Date enrollment agreement signed,
- (8) Courses and course costs,
- (9) Amount of STRF assessment collected,
- (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.

5 CCR §76140(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

If you have any questions on the above items, please feel free to contact us.

Thank you,
Rafael