

INTERNATIONAL CHRISTIAN EDUCATION COLLEGE

3807 Wilshire Blvd. Suite #730
Los Angeles, CA 90010
Tel: (213)368-0316 Fax: (213)368-0318
Email: charleschonglee@yahoo.com
www.icecusa.com

Date: July 15, 2021

Subject: Office Operation Policy Letter

To whom it may concern:

This is a School Office Operation Letter to disclose the following information.

- A. During the Covid-19 pandemic crisis, the school office is closed, the office is reachable by telephone, and classes will be accessible by using "Zoom".
- B. All records that International Christian Education College is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
- C. School business hours and point of contact is as follows:

Monday through Thursday 9:00 A.M. to 2:00 P.M.
Friday 9:00 A.M. to 1:00 P.M.

After hours point of contact is as follows:

President Rev. Chong Y. Lee
(213) 631-2483
charleschonglee@yahoo.com

Registrar Ms. Christine Kim
(213) 568-8539
icecamerica@gmail.com

Sincerely,



Chong Y. Lee
President
I.C.E.C.