

# INTERNATIONAL CHRISTIAN EDUCATION COLLEGE

3700 Wilshire Blvd. Suite #420  
Los Angeles, CA 90010  
Tel: (213)631-2483 Tel: (213)368-0316  
Email: [charleschonglee@yahoo.com](mailto:charleschonglee@yahoo.com)  
[www.icecusa.com](http://www.icecusa.com)

Date: May 1, 2022

Subject: Office Operation Policy Letter

To whom it may concern:

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

- A. 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.
- B. School business hours and point of contact is as follows:

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

Registrar Ms. Christine Kim  
(213) 568-8539  
[icecusa@yahoo.com](mailto:icecusa@yahoo.com)

Sincerely,



---

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