



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR  
 DEPARTMENT OF CONSUMER AFFAIRS • BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
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**CITATION: ASSESSMENT OF FINE**

To: Adams College of English, Owner  
 Adams College of English  
 3700 Wilshire Blvd. #985  
 Los Angeles, CA 90010

**INSTITUTION CODE: 29369817**  
**CITATION NUMBER: 1920079**  
**CITATION ISSUANCE/SERVICE DATE: September 12, 2019**  
**DUE DATE: October 12, 2019**

**FINE AMOUNT: \$ 500.00**

**ORDER OF ABATEMENT INCLUDED: No**

Christina Villanueva issues this Citation: Assessment of Fine (Citation) in her official capacity as Discipline Manager of the Bureau for Private Postsecondary Education (Bureau) of the California Department of Consumer Affairs.

CITATION

A Citation is hereby issued to Adams College of English, Owner of Adams College of English (Institution) located at 3700 Wilshire Blvd. #985, Los Angeles, CA 90010, pursuant to Business and Professions Code section 125.9; California Education Code (CEC) sections 94936 and 94932; and Title 5 of the California Code of Regulations (5, CCR) section 75020 for the violations described below.

BACKGROUND

On April 25, 2019, Bureau staff conducted an unannounced Compliance inspection at the Institution. During the inspection, Bureau staff reviewed students' files and observed that three out of four current student files had signed School Performance Fact Sheets (SPFS) dated after the execution of the enrollment agreement. Bureau staff asked the Institution representative about the enrollment process and the Institution representative stated they were not aware of the requirements.

VIOLATION

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<p><b>Violation:</b>  <b>CEC Section 94902 (b)(1) - General Enrollment Requirements</b>  <i>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</i>  <i>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</i></p>

**CEC Section 94912 - Signature, Initials Required**

*Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.*

The Institution failed to have students sign the SPFS prior to the execution of an enrollment agreement.

During the inspection, the Institution representative stated that they would follow and implement the requirements of CEC sections 94902 (b)(1) and 94912.

**Assessment of Fine**

The fine for this violation is \$500.00

**TOTAL ADMINISTRATIVE FINE DUE: \$500.00**

ASSESSMENT OF A FINE

In accordance with CEC section 94936; and 5, CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fine in the amount of **\$500.00** for the violations described above.

**Payment must be made, to the Bureau, within 30 days from the date of service of the Citation.**

APPEAL OF CITATION

You have the right to contest this Citation through an informal conference with the Bureau; and/or through an administrative hearing in accordance with Chapter 5 (Commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you wish to contest this Citation, you must submit the 'Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing' form (enclosed) within **30 days** from the date of service of the Citation. *If you do not request an informal conference and/or an administrative hearing within 30 days from the service of the Citation, you will not be able to request one at a later time.*

Unless a written request for an informal conference and/or an administrative hearing is signed by you and delivered to the Bureau by **October 12, 2019**, you will be deemed to have waived or forfeited your right to appeal this matter.

EFFECTIVE DATE OF CITATION

If you do not request an informal conference and/or an administrative hearing, this Citation shall become effective on **September 12, 2019**. Payment of the administrative fine shall be due by **October 12, 2019**. Your payment of the administrative fine shall not constitute an admission of the violation(s) charged.

If a hearing is requested, you will not be required to comply with this Citation until 30 days after a final order is entered against you.

**Payment of the administrative fine and/or written request for appeal must be mailed to:**

Cheryl Lardizabal, Discipline Citation Program  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Failure for an applicant or institution to pay the administrative fine within the time allowed may result in denial of an application for an approval or renewal to operate; disciplinary action, and/or collection action. The Bureau will promptly take all appropriate action to enforce this Citation and recover the civil penalties prescribed therein or found to be due after a hearing.

CONTACT INFORMATION

If you have any questions regarding this Citation, or desire further information, please contact Cheryl Lardizabal, Citation Analyst, at (916) 621-2591 or [Cheryl.Lardizabal@dca.ca.gov](mailto:Cheryl.Lardizabal@dca.ca.gov).

  
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**Christina Villanueva**  
**Discipline Manager**

  
\_\_\_\_\_  
**Date**

Enclosures

- Applicable Laws Violated
- Statement of Rights: Appeal Process Information Sheet
- Notice of Appeal of Citation: Request for Informal Conference and/or Administrative Hearing
- Payment of Fine – Waiver of Appeal
- Declaration of Service by Certified and First- Class Mail