



CITATION ORDER

Citation Issued To: University of North Los Angeles 1000 South Fremont Avenue, Bldg A10 Suite 10425 Alhambra, CA 91803 Institution Code: 17834689	Citation Number: 2324010 Total Fine Amount: <b style="color: red;">\$28,000.00 Order of Abatement Included: Yes
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Elizabeth Elias issues this citation in her official capacity as Enforcement Chief of the Bureau for Private Postsecondary Education, California Department of Consumer Affairs (hereinafter referred to as the "Bureau").

LICENSING HISTORY

1. On or about May 25 2018, the Bureau renewed an Approval to Operate a Private Postsecondary Institution to University of North Los Angeles (hereinafter referred to as the "Institution"). This Approval to Operate will expired on or about May 25, 2023 and has not been renewed. An application for renewal of the Institution's Approval to Operate a Private Postsecondary Institution was received on May 31, 2023 and is under review.

DISCIPLINE HISTORY

2. The Institution has the following discipline history:
 - [Modified Citation No. 1819106, issued April 30, 2019](#)
 - Evidence of compliance; citation satisfied July 15, 2019
 - [Order Suspending Degree Granting Programs , effective July 6, 2020](#)
 - [Affirmed Citation No. 2021102, issued December 22, 2020](#)
 - Evidence of compliance; citation satisfied March 2, 2022

CITATION JURISDICTION

3. This administrative citation is issued to the Institution pursuant to California Education Code (CEC) section 94936; and Title 5 of the California Code of Regulations (5 CCR) section 75020 et seq. for the violation(s) described below.

Citation Number: 2324010
Institution: University of North Los Angeles
Institution Code: 17834689

CAUSE FOR CITATION & ASSESMENT OF FINE AND/OR ORDER OF ABATEMENT

4. The Institution is in violation of the following Bureau laws and regulations:

Violation #1:
5 CCR section 71930 (c)(3), (c)(4), (e) – Maintenance of Records
Cause for Citation: On or about March 16, 2022, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5 (a). Prior to the inspection, Bureau staff confirmed that the Institution's hours of operation are listed as Monday-Friday, 10:00am-4:00pm, via its social media Facebook page as the Institution's website page was down for maintenance. On March 16, 2022, Bureau staff arrived at the Institution's address on file and found the Institution was not located at the physical address approved by the Bureau. Bureau staff contacted the Institution's Owner and stated their purpose for the visit. The Owner informed Bureau staff that the Institution is not currently operating, as it was in the process of moving. Bureau staff asked the Owner if anyone was available to assist them with the unannounced inspection. The Owner stated that the Institution no longer has an office at the physical address approved by the Bureau. The Owner stated the Institution is moving to another office within the same building and had not notified the Bureau of the change of physical address. Bureau staff informed the Owner that all approved institutions are subject to announced and unannounced compliance inspections. and that the Bureau does not reschedule unannounced compliance inspections. The Owner stated he understood.
Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.
Order of Abatement: N/A

Violation #2:

5 CCR section 74110 – Annual Report in conjunction with CEC section 94934 – Annual Report

Cause for Citation: A review of the Bureau's records confirm the Institution failed to submit all components of the 2018 Annual Report which was due to the Bureau by December 1, 2019. A reminder notice was sent to the Institution on or about the following dates: June 24, 2019, July 31, 2019 and November 19, 2019.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit the 2018 Annual Report pursuant to 5 CCR section 74110 and CEC section 94934.

Violation #3:

5 CCR section 74110 – Annual Report in conjunction with CEC section 94934 – Annual Report

Cause for Citation: A review of the Bureau's records confirm the Institution failed to submit all components of the 2019 Annual Report which was due to the Bureau by December 1, 2020. A reminder notice was sent to the Institution on or about the following dates: June 25, 2020, September 21, 2020 and August 11, 2020.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit the 2019 Annual Report pursuant to 5 CCR section 74110 and CEC section 94934.

Violation #4:

5 CCR section 74110 – Annual Report in conjunction with CEC section 94934 – Annual Report

Cause for Citation: A review of the Bureau's records confirm the Institution failed to submit all components of the 2020 Annual Report which was due to the Bureau by December 1, 2021. A reminder notice was sent to the Institution on or about the following dates: June 23, 2021 and August 10, 2021.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit the 2020 Annual Report pursuant to 5 CCR section 74110 and CEC section 94934.

Violation #5:

5 CCR section 74110 – Annual Report in conjunction with CEC section 94934 – Annual Report

Cause for Citation: A review of the Bureau's records confirm the Institution failed to submit all components of the 2021 Annual Report which was due to the Bureau by December 1, 2022. A reminder notice was sent to the Institution on or about the following dates: June 28, 2022, July 14, 2022 and July 26, 2022.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit the 2021 Annual Report pursuant to 5 CCR section 74110 and CEC section 94934.

Violation #6:

5 CCR section 74006 (a), (b) – Annual Fee in conjunction with CEC section 94931(b) – Late Payment

Cause for Citation: The Institution failed to pay its annual fee and 90-day late payment penalty fee for the 2022 calendar year.

Administrative Fine: Pursuant to 5, CCR 75030, the Bureau has determined this to be a “Class C” violation. The Institution is issued a fine of \$1,000.00.

Order of Abatement: Pursuant to 5, CCR 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to pay its annual fee and 90-day late payment penalty fee for the 2022 calendar year.

Violation #7:

5 CCR section 74006 (a), (b) – Annual Fee in conjunction with CEC section 94931(b) – Late Payment

Cause for Citation: The Institution failed to pay its annual fee and 90-day late payment penalty fee for the 2023 calendar year.

Administrative Fine: Pursuant to 5, CCR 75030, the Bureau has determined this to be a “Class C” violation. The Institution is issued a fine of \$1,000.00.

Order of Abatement: Pursuant to 5, CCR 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to pay its annual fee and 90-day late payment penalty fee for the 2023 calendar year.

Violation #8:

5 CCR section 76130 – Collection and Submission of Assessments

Cause for Citation: The Institution failed to submit the Student Tuition Recovery Fund (STRF) Assessment Reporting form and the collection of assessment fees as required for the 3rd and 4th quarter reporting period of 2020, 1st quarter reporting period of 2021, 1st, 3rd, and 4th quarter reporting period of 2022 and 1st quarter reporting period of 2023.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class C” violation. The Institution is issued a fine of \$1,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit the Student Tuition Recovery Fund (STRF) Assessment Reporting form and the collection of assessment fees as required for the 3rd and 4th quarter reporting period of 2020, 1st quarter reporting period of 2021, 1st, 3rd, and 4th quarter reporting period of 2022 and 1st quarter reporting period of 2023.

COMPLIANCE WITH ORDER OF ABATEMENT

5. In accordance with the provisions of CEC section 94936 and 5 CCR section 75020, the Bureau issues the order(s) of abatement described above. Evidence of compliance with the order of abatement must be submitted to the Bureau within 30 days from the date of issuance of this citation. Evidence of compliance with the order of abatement may sent by mail or email to:

- Mail: Bureau for Private Postsecondary Education
Attn: Discipline Unit – Tessa Barron
1747 North Market, Blvd., Suite 225
Sacramento, CA 95834
- Email: bppe.discipline@dca.ca.gov
 - In the subject line, please include the Institution name and citation number.

COMPLIANCE WITH ASSESSMENT OF FINE

6. In accordance with the provisions of CEC section 94936, and 5 CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fines in the total amount of \$28,000.00 for the violations described above. Payment of the fines must be made to the Bureau within 30 days from the date of service of this citation unless an informal conference or hearing is requested. To assist the Bureau in processing the payment of fines, please submit the enclosed *Payment of Fine – Waiver of Appeal* form.

Payment must be sent to the Bureau by mail at:

- Bureau for Private Postsecondary Education
Attn: Discipline Unit – Tessa Barron
1747 North Market, Blvd., Suite 225
Sacramento, CA 95834

NOTICE OF APPEAL RIGHTS

7. You have the right to contest this citation through an informal conference with the Bureau pursuant to 5 CCR section 75020 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 may submit a written request to the Bureau or submit the enclosed *Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing* form within 30 days from the date of issuance of this citation.

Failure to submit a written request for an informal conference and/or administrative hearing within 30 days from the date of issuance of this citation will forfeit your ability to appeal the citation.

If a hearing is requested, you are not required to comply with this citation until a final order is entered against you.

COMPLIANCE WITH FINE AND/OR ORDER OR ABATEMENT DISCLOSURE

8. Pursuant to BPC section 125.9 and 5 CCR 75050, payment of fine and/or compliance with any order of abatement does not constitute an admission of the violation charged and shall be represented as satisfactory resolution of the matter for the purposes of public disclosure.

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Pursuant to 5 CCR 75050, failure to comply with this citation order, its order of abatement, and/or administrative fine by the required due date is grounds for denial or discipline of an approval to operate. Where a citation is not contested and fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the approval to operate. An approval to operate shall not be renewed without payment of the renewal fee and fine.

BUREAU CONTACT INFORMATION

9. If you have any questions regarding this Citation, please contact Tessa Barron, Citation Analyst by email at Tessa.Barron@dca.ca.gov or by phone at (916) 574-7791.

“Original Signature on File”

7/19/2023

Elizabeth Elias
Enforcement Chief

Citation Date of Issuance

Enclosures:

- 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