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7	Autorneys jur Complainant
8	BEFORE THE
9	DEPARTMENT OF CONSUMER AFFAIRS FOR THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
10	STATE OF CALIFORNIA
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13	In the Matter of the Statement of Issues Case No. 1003472 Against:
14	COLLEGE OF SOUTHERN
15	CALIFORNIA, AARON RHEE, OWNER STATEMENT OF ISSUES
16	Application for Renewal for Approval to Operate for an Institution Non-Accredited
17	Institution Code: 1928101
18	Respondent.
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21	Complainant alleges:
22	PARTIES
23	1. Dr. Michael Marion, Jr. (Complainant) brings this Statement of Issues solely in his
24	official capacity as the Chief of the Bureau for Private Postsecondary Education, Department of
25	Consumer Affairs.
26	2. On or about August 2, 2013, the Bureau for Private Postsecondary Education received
27	an Application for Renewal for Approval to Operate for an Institution Non Accredited from
28	College of Southern California, with Aaron Rhee as owner (Respondent). On or about July 22,
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	STATEMENT OF ISSUES

1	2013, Aaron Rhee certified under penalty of perjury to the truthfulness of all statements, answers,
2	and representations in the application. The Bureau denied the application on April 23, 2018.
3	JURISDICTION
4	3. This Statement of Issues is brought before the Director of the Department of
5	Consumer Affairs (Director) for the Bureau for Private Postsecondary Education, under the
6	authority of the following laws. All section references are to the Education Code unless
7	otherwise indicated.
8	STATUTORY PROVISIONS
9	4. Business and Professions Code of 22 defines the term "board" to include "bureau."
10	5. Education Code section 94885 ¹ states:
11	(a) The bureau shall adopt by regulation minimum operating standards for an institution
12	that shall reasonably ensure that all of the following occur:
13	(1) The content of each educational program can achieve its stated objective.
14	(2) The institution maintains specific written standards for student admissions for each
15	educational program and those standards are related to the particular educational program.
16	(3) The facilities, instructional equipment, and materials are sufficient to enable students to
17	achieve the educational program's goals.
18	(4) The institution maintains a withdrawal policy and provides refunds.
19	(5) The directors, administrators, and faculty are properly qualified.
20	(6) The institution is financially sound and capable of fulfilling its commitments to
21	students.
22	(7) That, upon satisfactory completion of an educational program, the institution gives
23	students a document signifying the degree or diploma awarded.
24	(8) Adequate records and standard transcripts are maintained and are available to students.
25	(9) The institution is maintained and operated in compliance with this chapter and all other
26	applicable ordinances and laws.
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28	¹ Californía Private Postsecondary Education Act of 2009, Ed. Code §§ 94800 et seq.
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	STATEMENT OF ISSUES

(b) Except as provided in Section 94885.1, an institution offering a degree must satisfy one of the following requirements:

(1) Accreditation by an accrediting agency recognized by the United States Department of
 Education, with the scope of that accreditation covering the offering of at least one-degree
 program by the institution.

6 (2) An accreditation plan, approved by the bureau, for the institution to become fully
7 accredited within five years of the bureau's issuance of a provisional approval to operate to the
8 institution. The provisional approval to operate to an unaccredited degree-offering institution
9 shall be in compliance with Section 94885.5.

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6. Education Code Section 94886 states:

Except as exempted in Article 4 (commencing with section 94874) or in compliance with the transition provisions in Article 2 (commencing with Section 94802), a person shall not open, conduct, or do business as a private postsecondary educational institution in this state without obtaining an approval to operate under this chapter.

7. Education Code Section 94887 states:

An approval-to-operate shall-be-granted only after an applicant has presented sufficient evidence to the bureau, and the bureau has independently verified the information provided by the applicant through site visits or other methods deemed appropriate by the bureau, that the applicant has the capacity to satisfy the minimum operating standards. The bureau shall deny an application for an approval to operate if the application does not satisfy those standards.

REGULATORY PROVISIONS

8. Title 5, California Code of Regulations (CCR), section 71700 states:

23 "The Bureau may request that an institution document compliance with the standards set
24 forth in the Act and this Division to obtain and maintain an approval to operate."

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9. Title 5, CCR, section 71475 states:

a) Unless renewed, an approval to operate shall expire at 12 midnight on the last day of the
institution's term of approval to operate as granted pursuant to section 94802 or section 94889 of
the Code.

(b) An institution seeking to renew its Approval to Operate pursuant to section 94891 of the Code shall, prior to its expiration, complete and submit to the Bureau the "Application for Renewal of Approval to Operate and Offer Educations Programs for Non-Accredited Institutions," Form Application 94891 (rev. 2/10).

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(c) The application for renewal of approval to operate and offer educational programs for non-accredited institutions shall include all of the following:

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(1) The name, institution/school code and website address of the institution.

(2) The physical address of the institution's primary administrative location in California.

(3) The mailing address, identified either by physical address or by post office box number, 9 telephone number and fax number of the institution. 10

(4) The physical address, phone number and fax number of each campus and branch at which the educational programs will be offered, including the identification of the institution's 12 main location and branch locations. 13

(5) The name, address, email address, telephone number, and fax number of an individual 14 who will function as the institution's contact person for the purposes of the application. -15 (6) The form of business organization of the institution (e.g., sole proprietorship, general or 16 limited partnership, for-profit corporation, nonprofit corporation, or Limited Liability 17 Corporation). If the institution is incorporated, the institution shall also identify the state within 18 which the institution is incorporated and the date of incorporation, and provide copies of the 19 articles of incorporation and bylaws. 20

(7) The name, title, address, email address, telephone number, nature of interest and 21percentage of ownership of each person, as defined in section 94855 of the Code, who owns or 22 controls 25% or more of the stock or an interest in the institution and, to the extent applicable, 23 each general partner, officer, corporate director, member of the board of directors, and any other 24 person who exercises substantial control over the institution's management or policies. For the 25purpose of this paragraph, a person exercises "substantial control over the institution's 26management or policies" if the person has the authority to cause the institution to expend money 27 or incur debt in the amount of five thousand dollars (\$ 5,000) or more in any year. 28

(A) For each address required, the institution shall provide a physical home address, and may request that the address, email address, and telephone number, of each person described in paragraph (7) be maintained as personal information.

- (B) The federal employer identification number for partnerships or the social security number for individual owners identified in the application pursuant to section 71130(a)(1).
- 6 (d) In addition to the form required in (b), the institution shall submit all information required by section 71100(b), and the appropriate renewal fee as provided in Sections 7 94930.5(b)(1) and 94930.5(b)(2) of the Code, as applicable, to the Bureau. Except for the 8 financial statements required by subdivision (e) of this section and the statement required in 9 subdivision (f) of this section, if the information required in order to renew its approval to operate 10 is substantially similar to the information submitted by the institution in its last renewal 11 application, or initial application if it is the first renewal, the institution may state that there are no 12 substantial changes. 13

(e) The institution shall submit at the time it applies for renewal current financial
statements that meet the requirements of section 74115 as follows: (1) for an institution-with
annual gross revenues of \$-500,000 and over, statements shall be audited; (2) for an institution
with annual gross revenues less than \$ 500,000, statements shall be reviewed.

(f) The renewal application shall include a statement from any person identified in
subdivision (h)(1) of this section who --

(1) Was found in any judicial or administrative proceeding to have violated the Act or the
law of any other state related to untrue or misleading advertising, the solicitation of prospective
students for enrollment in an educational service, or the operation of a postsecondary school;

(2) Was denied any type of license on grounds set forth in Section 480 of the Business and
Professions Code;

(3) Was adjudicated as responsible for the closure of an institution in which there were
unpaid liabilities to the state or federal government or any uncompensated pecuniary losses
suffered by students;

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(4) Has stipulated to a judgment or administrative order or entered a consent decree involving any of the matters described in this section.

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(5) Was convicted of any misdemeanor or felony as provided in Section 480(a)(1) of the Business and Professions Code;

(g) The institution shall furnish in the application an explanation of any legal action pending against the institution or ownership or any of the institution's owners, officers, corporate directors, administrators, or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

(h) The institution shall include in its application the name, title, physical address,
telephone number, fax number, and e-mail address for the agent for service of process in
California as required by section 94943.5 of the Code. The agent shall be at an address other than
the address of the institution or any branch. The agent must confirm the information and
acknowledge in writing that he or she is the designated agent for service of process. The
information shall be kept current pursuant to section 74190.

16 (i) The institution shall include in its application an organization chart that shows the
17 governance and administrative structure of the institution and the relationship between faculty
18 and administrative positions. If there have been no substantive changes since the last submission
19 of an organizational chart, the institution may so state and is not required to submit
20 documentation.

(j) The institution shall provide in the application a description of the job duties and
responsibilities of each administrative and faculty position. If there have been no substantive
changes since the last submission, the institution may so state and is not required to submit
documentation.

(k) The institution shall identify in the application the chief executive officer, chief
operating officer, and chief academic officer and describe their education, experience, and
qualifications to perform their duties and responsibilities. If there have been no substantive

STATEMENT OF ISSUES

changes since the last submission, the institution may so state and is not required to submit documentation.

(1) If the institution has a governing board, the application shall include the name, work address, email address, and telephone number of each member of the governing board. If there have been no substantive changes since the last submission, the institution may so state and is not required to submit documentation.

(m) The application shall contain the name, work address, email address, fax number and telephone number of the person with whom the Bureau will correspond and conduct legal transactions on behalf of the institution. If there have been no substantive changes since the last submission, the institution may so state and is not required to submit documentation.

(n) The institution shall describe in the application, in detail its mission and objectives. If 11 there have been no substantive changes since the last submission, the institution may so state and 12 is not required to submit documentation. 13

(o) The institution shall include, with its application, exemplars of all student enrollment 14 agreements and instruments of indebtedness. 15

(p) If an institution receives financial aid because its students qualify for it under any state -1-6or federal financial aid program, the application shall include a statement of its policies, practices, and disclosures regarding financial aid. If there have been no substantive changes since the last submission, the institution may so state and is not required to submit documentation.

(q) The institution shall include in its application copies of advertising and other statements 20disseminated to the public in any manner by the institution or its representatives that concern, 21 describe, or represent each of the following: 22

(1) The institution. 23

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(2) Each educational program offered by the institution.

(3) If advertising is broadcast by television or radio, the application shall also include a 25copy of the script. 26

(r) The institution shall identify and describe, in the application, the educational program it 27 offers, or proposes to offer. If the educational program is a degree program, the institution shall 28

identify the full title which it will place on each degree awarded. If there have been no substantive changes since the last submission, the institution may so state and is not required to submit documentation.

(s) The application shall include, in addition to the general title, such as "Bachelor of Arts"
 or "Master of Science", the name of a specific major field of learning involved. If there have been no substantive changes since the last submission, the institution may so state and is not required to submit documentation.

8 (t) In addition, the institution shall list in the application, the following for each educational 9 program offered unless there have been no substantive changes since the last submission. If there 10 have been no substantive changes made the institution may so state and is not required to provide 11 documentation.

(1) The admissions requirements, including minimum levels of prior education, preparation, or training;

(3) The types and amount of general education required;

17 (4) The title of the educational programs and other components of instruction offered,
18 including a description of the level of the courses (e.g., below college level, undergraduate level,
19 graduate level);

20 (5) The mode of instruction;

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(6) The graduation requirements.

(7) Whether the educational program is designed to fit or prepare students for employment
in any occupation. If so, the application shall identify each occupation and job title to which the
institution represents the educational program will lead.

(u) For each educational program that the institution offers or proposes to offer, the
application shall contain a statement that the educational program meets the requirements of
section 71710, as well as the following unless there have been no substantive changes since the

last submission. If there have been no substantive changes made the institution may so state and is not required to provide documentation:

(1) A description of the educational program.

(2) A description of the equipment to be used during the educational program.

(3) A description of the number and qualifications of the faculty needed to teach the educational program.

(4) A projection, and the bases for the projection, of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application was submitted.

10 (5) A description of the learning, skills, and other competencies to be acquired by students who complete the educational program. 11

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(6) If licensure is a goal of an educational program, a copy of the approval from the appropriate licensing agency. A copy of the intent to approve conditioned solely upon institutional approval from the Bureau will also meet this requirement.

(7)-Upon request, the institution shall provide to the Bureau copies of the curriculum or 15 syllabi-required pursuant to section 71710. -1-6-

(v) If the institution offers an educational program, or a portion of it, in a language other 17 than English, the application shall contain a description of all of the following for each 18 educational program or portion thereof unless there have been no substantive changes since the 19 last submission. If there have been no substantive changes made the institution may so state and is 2021

not required to provide documentation.

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(1) The language in which each educational program will be offered.

(2) A statement that the institution has contracted with sufficient duly qualified faculty who 23will teach each language group of students. 24

(3) The language of the textbooks and other written materials to be used by each language 25 group of students. 26

(w) (1) The application shall contain a statement that the institution has and can maintain 27 the financial resources required pursuant to section 71745. 28

(2) The institution shall submit current, audited financial statements at the time it appliesfor approval to operate. Each set of financial statements shall comply with Section 74115 of thischapter.

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(x) The application shall include a statement that the institution has contracted with sufficient duly qualified faculty members who meet the qualifications of section 71720 unless there have been no substantive changes since the last submission. If there have been no substantive changes made the institution may so state and is not required to provide documentation.

9 (y) (1) For each program offered, the application shall contain a description of the facilities
10 and the equipment which is available for use by students at the main, branch, and satellite
11 locations of the institution unless there have been no substantive changes since the last
12 submission. If there have been no substantive changes made the institution may so state and is not
13 required to provide documentation.

(2) For facilities that are leased or rented, the application shall contain the name and
address of the lessor or landlord, together with a copy of any use, lease, or rental agreements for
the facilities unless there have been no substantive changes since the last submission. If there
have been no substantive changes made the institution may so state and is not required to provide
documentation.

(3) The application shall include, in addition to the description of the physical facilities,
building diagrams or campus maps to assist the Bureau in locating these facilities. The diagrams
or maps shall identify the location of classrooms, laboratories, workshops, and libraries unless
there have been no substantive changes since the last submission. If there have been no
substantive changes made the institution may so state and is not required to provide
documentation.

(4) The description in the application shall include specifications of significant equipment
that demonstrate that the equipment meets the standards prescribed by the Code and this chapter
and is sufficient to enable students to achieve the educational objectives of each education
program unless there have been no substantive changes since the last submission. If there have

been no substantive changes made the institution may so state and is not required to provide documentation.

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(5) For each item of significant equipment, the description in the application shall indicate whether the equipment is owned, leased, rented, or licensed for short- or long-term, or owned by another and loaned to be used without charge unless there have been no substantive changes since the last submission. If there have been no substantive changes made the institution may so state and is not required to provide documentation.

(6) The application shall contain a list of all permits, certifications, or other evidence of
inspections or authorizations to operate required by the jurisdictions within which the institution
operates that the institution has obtained, and/or an explanation as to why those permits,
certifications, or inspections have not yet been obtained unless there have been no substantive
changes since the last submission. If there have been no substantive changes made the institution
may so state and is not required to provide documentation.

(z) The application shall include a description of library holdings, services, and other 14 learning resources, including policies and procedures for supplying them to students who do not -1-5 receive classroom instruction. The description need not consist of a list of each holding. The 16 description shall include an explanation of how the library and other learning resources are 17 sufficient to support the instructional needs of students and, if no facilities exist at the institution, 18how and when students may obtain access to a library and other learning resources as required by 19 the curriculum unless there have been no substantive changes since the last submission. If there 20 have been no substantive changes made the institution may so state and is not required to provide 21documentation. 22

(aa) If an institution represents to the public, in any manner, that it offers job placement
assistance, the application shall include a description of the job placement assistance that it
provides unless there have been no substantive changes since the last submission. If there have
been no substantive changes made the institution may so state and is not required to provide
documentation.

(bb) The application shall include a copy of the institution's catalog, in published or proposed-to-be-published form. The catalog shall meet the requirements of the Act and of section 71810.

(cc) The institution shall submit with the application, a copy of the document that is awarded to a graduating student upon successful completion of each educational program unless there have been no substantive changes since the last submission. If there have been no substantive changes made the institution may so state and is not required to provide documentation.

(dd) (1) The application shall contain a description of how records required by Article 9 of
the Act or this chapter are or will be organized and maintained, the types of documents contained
in student files, how the records are stored, and whether academic and financial records are
maintained in separate files. The description shall include a statement of the institution's
procedures for security and safekeeping of records unless there have been no substantive changes
since the last submission. If there have been no substantive changes made the institution may so
state and is not required to provide documentation.

(2) The description in the application shall include the name, physical address, email address, and telephone number of the custodian of records, and the physical addresses and telephone numbers of the offices or buildings where the records will be maintained unless there have been no substantive changes since the last submission. If there have been no substantive changes made the institution may so state and is not required to provide documentation.

(ee) The application shall contain a description of the procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.

(ff) (1) The institution shall include in the application any material facts as defined by
section 71340, which have not otherwise been disclosed in the application that might reasonably
affect the Bureau's decision to grant an approval to operate. In this context, a fact would be
"material" if it would change the Bureau's decision concerning the institution's ability to comply
with any applicable provisions of the Act.

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1	(2) The institution may also include in the application any other facts which the institution
2	would like the Bureau to consider in deciding whether to grant an approval to operate.
3	(3) For the purposes of this section, a fact is "material" if, without its inclusion into the
4	application, the information contained in the application would be false, misleading, or
5	incomplete.
6	(gg) The institution demonstrates its continued capacity to meet the minimum operating
7	standards by submitting the renewal application signed and dated, and each fact stated therein and
8	each attachment thereto declared to be true under penalty of perjury, as follows:
.9	(1) Signatories:
10	(A) Each owner of the institution, or
11	(B) If the institution is incorporated, the chief executive officer of the corporation and each
12	person who owns or controls 25 percent or more of the stock or interest in the institution, or
13	(C) Each member of the governing body of a nonprofit corporation.
14	(2) The declaration shall be in the following form:
15	"I declare under penalty of perjury under the laws of the State of California that the
-1-6-	foregoing and all attachments are true and correct.
17	- Office and a second office and a second of the and a second of the and a second of the association and a second of the assoc
18	(Date) (Signature)"
19	(hh) In addition to the fees required by subdivision (d) of this section:
20	(1) An application for renewal that is received by the Bureau more than 30 days after the
21	expiration of the approval to operate shall be submitted with the 25 percent late payment penalty
22	fee required by section 94931(a) of, the Code.
23	(2) An application for renewal that is received by the Bureau more than 90 days after the
24	expiration of the approval to operate shall be submitted with the 35 percent late payment penalty
25	fee required by section 94931(b) of the Code.
26	(ii) Provided that a complete renewal application is received by the Bureau prior to the
27	expiration of the approval, a valid approval to operate shall continue until the Bureau has acted
28	upon the renewal application.
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ļ	STATEMENT OF ISSUES

(ii) An approval to operate that has expired may be renewed at any time within 6 months 1 after its expiration on filing of an application for renewal and, as a condition precedent to 2 renewal, payment of all accrued and unpaid renewal fees, late payment penalty fees prescribed in 3 subdivision (e) of this section, and any other fees that would have been due in order to renew 4 timely. After an approval to operate has expired for more than 6 months, the approval is 5 automatically cancelled and the institution must submit a complete application pursuant to section 6 71100, meet all current requirements, and pay all fees that would have been due in order to timely 7 renew, in order to apply for approval. 8 (kk) An incomplete application filed under this section will render the institution ineligible 9 for renewal. 10 Title 5, CCR, section 71745 states: 10. 11 "(a) The institution shall document that it has at all times sufficient assets and financial 12 resources to do all of the following: 13 (1) Provide all of the educational programs that the institution represented it would 14 provide. 1-5

16 (2) Ensure that all students admitted to its educational programs have a reasonable
 17 opportunity to complete the programs and obtain their degrees or diplomas.

(3) Maintain the minimum standards required by the Act and this chapter.

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(4) Pay timely refunds as required by Article 13 of the Act.

(5) Pay all operating expenses due within 30 days.

(6) Maintain a ratio of current assets to current liabilities of 1.25 to 1.00 or greater at the 21 end of the most recent fiscal year when using generally accepted accounting principles, or for an 22 institution participating in Title IV of the federal Higher Education Act of 1965, meet the 23 composite score requirements of the U.S. Department of Education. For the purposes of this 24 section, current assets does not include: intangible assets, including goodwill, going concern 25 value, organization expense, startup costs, long-term prepayment of deferred charges, and non-26returnable deposits, or state or federal grant or loan funds that are not the property of the 27 |||28

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1	institution but are held for future disbursement for the benefit of students. Unearned tuition shall
2	be accounted for in accordance with general accepted accounting principles.
3	(b) At an institution's request, the Bureau may consider the financial resources of a parent
4	company if the parent company, as defined by section 94853 of the Code, meets and maintains all
5	of the following provisions:
6	(1) Consents in writing to be sued in California;
7	(2) Consents in writing to be subject to the jurisdiction of the Bureau with respect to the
8	institution's regulation under the Act and this Chapter;
9	(3) Designates and maintains an agent for service of process, consistent with section
-10+	74190;
11	(4) Agrees in writing to pay any refund, claim, penalty, or judgment that the institution is
12	obligated to pay; and
13	(5) Files financial reports, maintains financial records, and consents in writing to permit the
- 14	inspection and copying of financial records to the same extent as is required of the institution.
-1-5	(c) An institution shall-provide to the Bureau its most current financial statements upon
-1-6-	_request,"
17	11. Title 5, CCR, section 74115 states:
18	(a) This section applies to every set of financial statements required to be prepared or filed
19	by the Act or by this chapter.
20	(b) A set of financial statements shall contain, at a minimum, a balance sheet, an income
21	statement, and a cash flow statement, and the preparation of financial statements, shall comply
22	with all of the following:
23	(1) Audited and reviewed financial statements shall be conducted and prepared in
24	accordance with the generally accepted accounting principles established by the American
25	Institute of Certified Public Accountants by an independent certified public accountant who is not
26	an employee, officer, or corporate director or member of the governing board of the institution.
27	(2) Financial statements prepared on an annual basis as required by section 74110(b) shall
28	be prepared in accordance with the generally accepted accounting principles established by the
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	STATEMENT OF ISSUES

American Institute of Certified Public Accountants. Nonprofit institutions shall provide annual
 financial statements as required under generally accepted accounting principles for nonprofit
 organizations.

(3) The financial statements shall establish that the institution meets the requirements for financial resources required by Section 71745.

6 (4) If an audit performed to determine compliance with any federal or state student
7 financial aid program reveals any failure to comply with the requirements of the program and the
8 noncompliance creates any liability or potential liability for the institution, the financial
9 statements shall reflect the liability or potential liability.

(5) Any audits shall demonstrate that the accountant obtained an understanding of the
institution's internal financial control structure, assessed any risks, and has reported any material
deficiencies in the internal controls.

(c) Work papers for the financial statements shall be retained for five years from the date of the statements and shall be made available to the Bureau upon request.

15 - (d)-"Current" with respect to financial statements means completed no sooner than 120
16 days prior to the time it is submitted to the Bureau, and covering no less than the most recent
17 complete fiscal year. If more than 8 months will have elapsed between the close of the most
18 recent complete fiscal year and the time it is submitted, the fiscal statements shall also cover no
19 less than five months of that current fiscal year.

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FIRST CAUSE FOR DENIAL OF APPLICATION

(Failure to Meet Minimum Operating Standards - Financial Resources and Statements)
12. Respondent's application is subject to denial under Education Code section 71745
subdivision (a)(6) in that Respondent's financial statements demonstrate a ratio of current assets
to current liability that is below the required minimum ratio. The circumstances are as follows:
13. The institution submitted financial reports that demonstrate a ratio of current assets to
current liabilities of 0.96 to 1.00. The required minimum is 1.25 to 1.00.

1	PRAYER
2	WHEREFORE, Complainant requests that a hearing be held on the matters herein alleged,
3	and that following the hearing, the Director of the Department of Consumer Affairs issue a
4	decision:
5	1. Denying the application of College of Southern California, Aaron Rhee, Owner, for
6	an Application for Renewal of Approval to Operate an Institution Non-Accredited;
7	2. Taking such other and further action as deemed necessary and proper.
8	11 -120
. 9	DATED: 3/28/19
10	Dr. Michael Marlon, Jr. Chief
11	Bureau for Private Postsecondary Education Department of Consumer Affairs
12	State of California Complainant
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1-5	63134120.docx (Revised 3/20/19)
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	STATEMENT OF ISSUES