



## **CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT**

To: Center for English Studies, LLC, Owner  
Embassy CES Language Training Center  
800 Market Street  
San Francisco, CA 94102

**INSTITUTION CODE: 39222860**

**CITATION NUMBER: 1920095**

**CITATION ISSUANCE/SERVICE DATE: September 26, 2019**

**DUE DATE: October 26, 2019**

**FINE AMOUNT: \$ 5,000.00**

**ORDER OF ABATEMENT INCLUDED: Yes**

Christina Villanueva issues this Citation: Assessment of Fine and Order of Abatement (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 Center for English Studies, LLC, Owner of Embassy CES Language Training Center (Institution) located at Institution Address, San Francisco, CA 94102, 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**

In accordance with CEC Section 94926 and 5, CCR Section 76240(a), an institution shall notify the Bureau in writing of its intention to close, at least 30 days prior to closing.

On June 21, 2019 an unannounced Compliance inspection was scheduled to be conducted at the Institution. The Bureau was unable to conduct the Compliance inspection as the Institution was not located at the physical address the Bureau has listed on file. Bureau staff attempted to contact the Institution using the phone number on file, however the number was disconnected. Additionally, the Institution's website redirects the public to the website for EC San Francisco English Language School located at 100 Montgomery Street, San Francisco, with a disclaimer that reads "Embassy English courses are now being delivered by EC English." The information found indicates that the Institution closed without notifying the Bureau.

The Institution failed to provide the Bureau with the required 30-day advance notice of the Institution's closure.

VIOLATION(S)

#	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><u>Violation:</u></b>  <b>CEC Section 94926(a)(b)(c)(d) - Procedures Prior to Closing, Teach-Out Plans</b>            "At least 30 days prior to closing, the institution shall notify the bureau in writing of its intention to close. The notice shall be accompanied by a closure plan, which shall include, but not necessarily be limited to, all of the following:            (a) A plan for providing teach-outs of educational programs, including any agreements with any other postsecondary educational institutions to provide teach-outs.            (b) If no teach-out plan is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure, or for institutions that participate in federal student financial aid programs arrangements for making refunds and returning federal student financial aid program funds.            (c) If the institution is a participant in federal student financial aid programs, it shall provide students information concerning these programs and institutional closures.            (d) A plan for the disposition of student records."</p> <p><b>5, CCR Section 76240 (a)(1)(2)(3)(4)(A)(B)(5)(6)(b)(1)(2) - Required Notices and Teach-Out Plan.</b>            "All institutions, including those exempts from Bureau regulation pursuant to the Code, shall do the following prior to closing:            (a) At least 30 days prior to closing, the institution shall notify the Bureau in writing of its intention to close and provide a closure plan. The closure plan shall include:            (1) The exact date and reason for the closure.            (2) The last date of instruction for each educational service or program.            (3) A list of students who were enrolled at any time during the 60 days prior to closure.            (4) If any student will not be provided complete educational services or the educational program, the institution shall provide:            (A) A plan for providing teach-outs or transfers, including the details of any agreements with other institutions.            (B) If no teach-out is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure, or for institutions that participate in federal student financial aid programs arrangements for making refunds and returning federal student financial aid program funds.            (5) A plan for the disposition of student records.            (6) A plan to notify students of their rights and options under the Act and this chapter.            (b) The institution shall notify the students of the following:            (1) If the institution is a participant in federal student financial aid programs, it shall provide students information concerning those programs and institutional closures.            (2) If any student will not be provided complete educational services or the educational program, information regarding the Student Tuition Recovery Fund and the Bureau's physical and Internet addresses."</p> <p style="color: red;"><b>The Institution failed to notify the Bureau of its intent to close at least 30 days prior to closing.</b></p>

	<p><b><u>Order of Abatement:</u></b> The Bureau orders the Institution to submit to the Bureau a school closure plan as required by CEC Section 94926 (a)(b)(c)(d) and 5, CCR Section 76240(a)(1)(2)(3)(4)(A)(B)(5)(6)(b)(1)(2).</p> <p><b><u>Assessment of Fine</u></b> The fine for this violation is <b>\$5,000.00</b></p>
<b>TOTAL ADMINISTRATIVE FINE DUE: \$5,000.00</b>	

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 **\$5,000.00** 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 26, 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 26, 2019**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **October 26, 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:**

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

Failure for an applicant or institution to abate the violation(s) listed above or 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 Gabriella Perez, Citation Analyst, at (916) 621-2593 or Gabriella.Perez@dca.ca.gov.

Signature on file

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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