



NOTICE TO COMPLY
 CA-73116819-0224

Institution Name:	San Francisco Film School	Institution Telephone:	415-269-9840
Institution Code:	73116819	Administrator Name:	Jeremiah Birnbaum / Erik Noonan
Street Address:	155 Sansome Street, San Francisco, CA 94104	Inspection Date:	02/13/2024

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
 Title 5 of the California Code of Regulations: <https://www.bppe.ca.gov/lawsregs/regs.pdf>

Violation	Code Section Violated	Description of the violation and required correction.
1	CEC § 94900 (b) (1)	<p>Violation Description: Page 43 of the institution’s catalog includes the following statement:</p> <p>“Students or graduates or their parents may in writing request an official transcript of their records for up to fifty years.”</p> <p>However, the above statement is not enforceable because the institution shall maintain official transcripts to make them readily available indefinitely.</p> <p>Correction: Update the catalog to comply with CEC § 94900 (b) (1)(2)(3). Provide proof to confirm compliance.</p>
2	5 CCR § 71800 (a)(1)	<p>Violation Description: Although page 1 of the institution’s enrollment agreement (EA) for its Associate of Applied Science in Digital Filmmaking (AASDF) program includes an address for the California location.</p> <p>However, the AADF EA failed to indicate that instruction is provided at that address.</p>

Violation	Code Section Violated	Description of the violation and required correction.
		Correction: Update the AASDF EA to comply with 5 CCR 71800 (a)(1). Provide proof to confirm compliance.
3	5 CCR 71800 (a)(1)	<p>Violation Description: Although page 1 of the institution’s enrollment agreement (EA) for its Professional Certificate in Digital Filmmaking (PCDF) program includes an address for the California location. However, the PCDF EA failed to indicate that instruction is provided at that address.</p> <p>Correction: Update the PCDF EA to comply with 5 CCR 71800 (a)(1). Provide proof to confirm compliance.</p>
4	CEC § 94909 (a)(3)(A)	<p>Violation Description: Although page 42 of the institution’s 2024 catalog contains the required language that directs students to the Bureau for unanswered questions, it contains the incorrect address and contact information.</p> <p>Correction: Update the catalog to comply with CEC § 94909 (a)(3)(A). Provide proof to confirm compliance.</p>
5	5 CCR § 76215 (a)(b)	<p>Violation Description: The Student Tuition Recovery Fund (STRF) disclosure on page 40 of the institution’s catalog includes the incorrect address and contact information for the Bureau.</p> <p>Correction: Update the catalog to comply with 5 CCR § 76215 (a)(b). Provide proof to confirm compliance.</p>

Violation	Code Section Violated	Description of the violation and required correction.
6	CEC § 94913 (a)(2)(5)	<p>Violation Description: The institution's website: https://www.sanfranciscofilmschool.edu/ includes the following links for the information listed below:</p> <ul style="list-style-type: none"> • School Performance Facts Sheet (SPFS) 2017 - 2018 link • 2017 Annual Report link <p>The 2017 / 2018 SPFS link are outdated and should indicate 2021 / 2022 SPFS for each educational program offered by the institution.</p> <p>The 2017 Annual Report link is outdated and should indicate the most recent annual report submitted to the Bureau.</p> <p>Correction: Update the institution's website to include clear and conspicuous links for all the required information listed above to comply with CEC § 94913 (a)(2)(5). Provide proof to confirm compliance.</p>
7	5 CCR § 71800 (a)(1)	<p>Violation Description: Although page 1 of the institution's AASDF EA program includes an address for the California location. However, the AADF EA failed to indicate that instruction is provided at that address.</p> <p>Correction: Update the AASDF EA to comply with 5 CCR 71800 (a)(1). Provide proof to confirm compliance.</p>
8	5 CCR § 71800 (e)(12) in conjunction with CEC 94911 § (e)(1)	<p>Violation Description: Page 1 of the PCDF EA includes an unenforceable policy regarding the non-refundable fees within the Itemization & Total Fees table:</p> <p>Technology Fee \$160.00 \$10/month, Nonrefundable</p> <p>However, during the cancellation period, the fee is refundable.</p> <p>Correction: Update the PCDF EA to comply with 5 CCR § 71800 (e)(12) in conjunction with CEC 94911 § (e)(1). Provide proof to confirm compliance.</p>

Violation	Code Section Violated	Description of the violation and required correction.
9	5 CCR § 71800 (e)(12) in conjunction with CEC 94911 § (e)(1)	<p>Violation Description: Page 1 of the AASDF EA includes an unenforceable policy regarding the non-refundable fees within the Itemization & Total Fees table:</p> <p>Technology Fee \$160.00 \$10/month, Nonrefundable</p> <p>However, during the cancellation period, the fee is refundable.</p> <p>Correction: Update the AASDF EA to comply with 5 CCR § 71800 (e)(12) in conjunction with CEC 94911 § (e)(1). Provide proof to confirm compliance.</p>
10	CEC § 94911 (k)	<p>Violation Description: The institution's PCDF EA failed to include the following information verbatim:</p> <p>"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."</p> <p>Violation Description: Update the PCDF EA to comply with CEC § 94911 (k). Provide proof to confirm compliance.</p>
11	CEC § 94909 (a)(3)(A)	<p>Violation Description: Although page 4 of the PCDF EA contains the required language that directs students to the Bureau for unanswered questions, however, it contains the incorrect address and contact information.</p> <p>Correction: Update the PCDF EA to comply with CEC § 94909 (a)(3)(A). Provide proof to confirm compliance.</p>
12	CEC § 94909 (a)(3)(A)	<p>Violation Description: Although page 4 of the AASDF EA contains the required language that directs students to the Bureau for unanswered questions, however, it contains the incorrect address and contact information.</p> <p>Correction: Update the AASDF EA to comply with CEC § 94909 (a)(3)(A). Provide proof to confirm compliance.</p>

Violation	Code Section Violated	Description of the violation and required correction.
13	5 CCR §76140 (a)(1)(3)(4)(5)(6)(7)(8)(10) (11)(13)	<p>Violation Description: The institution's 2023 Student Tuition Recovery Fund (STRF) 2nd Quarter supporting data is missing the following data:</p> <ul style="list-style-type: none"> (1) Student identification number (3) Email address (4) Local or mailing address (5) Address at the time of enrollment (6) Home address (7) Date enrollment agreement signed (8) Courses and course costs (10) Quarter in which the STRF assessment was remitted to the Bureau (11) Third-party payer identifying information (13) Total institutional charges paid. <p>Correction: Update the institution's 2023 2nd Quarter STRF supporting data to comply with 5 CCR §76140 (a)(1)(3)(4)(5)(6)(7)(8)(10)(11)(13). Provide proof to confirm compliance.</p>
14	5 CCR §76140 (a)(1)(3)(4)(5)(6)(7)(8)(10) (11)(13)	<p>Violation Description: The institution's 2023 3rd Quarter Student Tuition Recovery Fund (STRF) supporting data is missing the following data:</p> <ul style="list-style-type: none"> (1) Student identification number (3) Email address (4) Local or mailing address (5) Address at the time of enrollment (6) Home address (7) Date enrollment agreement signed (8) Courses and course costs (10) Quarter in which the STRF assessment was remitted to the Bureau (11) Third-party payer identifying information (13) Total institutional charges paid. <p>Correction: Update the institution's 2023 3rd Quarter STRF supporting data to comply with 5 CCR §76140 (a)(1)(3)(4)(5)(6)(7)(8)(10)(11)(13). Provide proof to confirm compliance.</p>

Violation	Code Section Violated	Description of the violation and required correction.
15	CEC § 94909 (a)(3)(D)	<p>Violation Description: The institution’s catalog failed to include the following information listed below verbatim:</p> <p>“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-7589) or by visiting (www.bppe.ca.gov).”</p> <p>Correction: Update the catalog to include the information listed above verbatim to comply with CEC § 94909 (a)(3)(D). Provide proof to confirm compliance.</p>

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:

- (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
- (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution’s owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

Notice To Comply Given To Name & Title:	Erik Noonan / Assistant Dean
Bureau Compliance Analyst Name:	Byron Bond
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

CA-73116819-0224

Institution Name:	San Francisco Film School	Institution Telephone:	415-269-9840
Institution Code:	73116819	Administrator Name:	Jeremiah Birnbaum / Erik Noonan
Street Address:	155 Sansome Street, San Francisco, CA 94104	Inspection Date:	02/13/2024

I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

Signature

Date

Print Name and Title