



Bureau for Private Postsecondary Education
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APPEAL OF CITATION INFORMAL CONFERENCE
DECISION: CITATION MODIFIED

October 8, 2020

San Francisco School of Digital Filmmaking, Inc., Owner
San Francisco Film School
155 Sansome Street
San Francisco, CA 94104

Date of Issuance	Citation Number	Institution Code
October 8, 2020	2021024	73116819

On September 24, 2020, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 2021024 (Citation) against San Francisco School of Digital Filmmaking, Inc., Owner of San Francisco Film School (Institution). In attendance were Leeza Rifredi, Deputy Bureau Chief, Eric Noonan, Registrar, Jeremiah Birnbaun, President, and Bonnie Birnbaun, Compliance Officer.

Pursuant to Business and Professions Code, section 125.9; California Education Code, section 94936; and Title 5 of the California Code of Regulations, section 75020 and section 75040, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of the Citation No. 2021024.

It is the decision of the Deputy Bureau Chief that on September 24, 2020, Citation No. 2021024 is modified and makes the following change(s):

VIOLATION CODE SECTIONS

#	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>Violation:</p> <p>5, CCR Section 71920 (b)(3)- Student Records <i>“(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;”</i></p> <p>5, CCR Section 71930 (e)- Maintenance of Records <i>“(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.”</i></p> <p>CEC Section 94902 (a)(b)(1)(3) – General Enrollment Requirements</p>

*“(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.
(b) An enrollment agreement is not enforceable unless all of the following requirements are met:
(1) The student has received the institution’s catalog and School Performance Fact Sheet prior to signing the enrollment agreement.
(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.”*

Bureau staff reviewed student files and determined that the Institution failed to maintain copies of School Performance Fact Sheets (SPFS) that were signed and initialed by students and Institution staff.

Order of Abatement:

The Bureau orders the Institution to submit a written policy, or procedure, of how future compliance with 5, CCR Sections 71920 and 71930, and CEC Section 94902 will be maintained.

Reason for Modification: New substantive facts were presented at the informal conference. The Order of Abatement has been satisfied.

Assessment of Fine

The fine for this violation is \$1,000.00

The administrative fine has been modified from \$1,000.00 to \$500.00

TOTAL MODIFIED ADMINISTRATIVE FINE DUE: \$500.00

PENALTY – ASSESSMENT OF A FINE

Payment of the administrative fine is due within 30 days from the date of this decision. Please complete the Payment of Fine form. Payment must be made to the Bureau by check, or money order. Please include the citation number on the payment of the fine assessment. Payment of the administrative fine shall not constitute an admission of the violation(s) charged and shall be represented as satisfactory resolution of the matter for purposes of public disclosure. Payments may be mailed to:

Gabriella Perez, Discipline Citation Program
Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834

APPEAL OF CITATION

You *do not* have the right to request another Informal Conference to appeal this modified Citation. If you did not initially request an Administrative Hearing within 30 days from when the original citation was issued, you can no longer request one.

EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This modified Citation is effective on October 8, 2020. Payment of the administrative fine is due by **November 7, 2020**.

Failure to pay the administrative fine within the time allowed is grounds for denial of an application for an approval to operate or discipline. The Bureau will promptly take all appropriate action to enforce the Modified 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 decision or desire further information, please contact Gabriella Perez, at (916) 574-8969 or at Gabriella.Perez@dca.ca.gov.

“Original signature on file”

“10/8/2020”

Christina Villanueva
Discipline Manager

Date

Enclosures

- Payment of Fine
- Declaration of Service by Certified and First-Class Mail