



CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT

To: School of Urban Missions, Owner
 SUM Bible College and Theological Seminary
 1107 Investment Blvd., Suite 290
 El Dorado Hills, CA 95762

INSTITUTION CODE: 85210004
CITATION NUMBER: 1920123
CITATION ISSUANCE/SERVICE DATE: October 24, 2019
DUE DATE: November 23, 2019
FINE AMOUNT: \$ 1,501.00
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 School of Urban Missions, Owner of SUM Bible College and Theological Seminary (Institution) located at 1107 Investment Blvd., Suite 290, El Dorado Hills, CA 95762 pursuant to Business and Professions Code section 125.9; California Education Code (CEC) section 94936; and Title 5 of the California Code of Regulations (5, CCR) section 75020 for the violations described below.

BACKGROUND

On August 21, 2019, an unannounced Compliance inspection was conducted at the Institution. During the inspection Bureau staff reviewed students' files and found that the School Performance Fact Sheets (SPFS) and Enrollment Agreements were not signed and dated by an authorized employee of the Institution.

VIOLATION

#	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><u>Violation:</u> CEC Section 94902 (a)(b)(3) – General Enrollment Requirements <i>(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.</i> <i>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</i> <i>(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.</i></p>

	<p>Bureau staff reviewed student files that contained Enrollment Agreement and SPFS that were not signed by an authorized employee of the Institution.</p> <p><u>Order of Abatement:</u> The Bureau orders the Institution to submit a written policy on how future compliance with CEC Section 94902 will be maintained.</p> <p><u>Assessment of Fine:</u> The fine for this violation is \$1,000.00</p>
2.	<p><u>Violation:</u> 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>The Institution failed to provide the supporting documentation to Bureau staff during the inspection. The Institution representative stated that the information the Bureau was requesting was not collected into one spreadsheet.</p> <p><u>Order of Abatement:</u> The Bureau orders the Institution to submit the supporting documentation for the 2016-2017 SPFS. In addition, the Institution shall submit a written policy on how future compliance with 5, CCR Section 71930 will be maintained.</p> <p><u>Assessment of Fine:</u> The fine for this violation is \$501.00</p>
<p>TOTAL ADMINISTRATIVE FINE DUE: \$1,501.00</p>	

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 **\$1,501.00** for the violations described above. **Payment must be made, to the Bureau, within 30 days from the date of service of the Citation.**

COMPLIANCE WITH ORDER OF ABATEMENT

In accordance with the provisions of CEC section 94936 and 5, CCR section 75020 the Bureau hereby 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 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 **November 23, 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 **October 24, 2019**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **November 23, 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:

Cheryl Lardizabal, 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 Cheryl Lardizabal, Citation Analyst, at (916) 621-2591 or Cheryl.Lardizabal@dca.ca.gov.

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