



**Bureau for Private Postsecondary Education**  
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## **CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT**

To: Richard Rossi, Owner  
Panamerican Learning Center  
2225 W. Commonwealth Avenue, Suite 103  
Alhambra, CA 91803

**INSTITUTION CODE: 50123433**  
**CITATION NUMBER: 2021057**  
**CITATION ISSUANCE/SERVICE DATE: August 20, 2020**  
**DUE DATE: September 19, 2020**  
**FINE AMOUNT: \$ 1,551.00**  
**ORDER OF ABATEMENT INCLUDED: YES**

Christina Villanueva issues this Citation: 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 Richard Rossi, Owner of Panamerican Learning Center (Institution) located at, 2225 Commonwealth Avenue, Suite 103, Alhambra, CA 91803, 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 December 17, 2019, Bureau staff conducted an announced Compliance inspection at the Institution. Bureau staff reviewed student files and found material violations related to verification of high school completion, or its equivalent, and Ability-to-Benefit (ATB) tests.

In addition, all institutions are required to submit a Student Tuition Recovery Fund (STRF) Assessment Reporting Form to the Bureau no later than the last day of the month following the close of the quarter.

Pursuant to CEC section 94923(a) The Student Tuition Recovery Fund relieves or mitigates economic loss suffered by a student while enrolled in an institution not exempt from this article pursuant to Article 4 (commencing with section 94874), who, at the time of his or her enrollment, was a California resident or was enrolled in a California residency program, prepaid tuition, and suffered economic loss.

The Bureau sends notifications/reminders to all approved institutions 30 days prior to close of each quarter.

As of August 19, 2020, the Institution has not submitted the STRF Assessment Reporting Forms for the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2020.

Lastly, all institutions are required to pay an annual fee within 30 days of the date on which the Institution originally receives its approval to operate and each year thereafter on the anniversary of the date of the original approval. An institution shall pay its annual fee in addition to any other applicable fees.

Pursuant to CEC section 94930.5 (g). Effective July 1, 2018, the annual fee for each campus described in subparagraphs (A) and (B) of paragraph (1) of subdivision (d) shall be in an amount equal to 0.55 percent of that campus' total gross revenue derived from students in California, but not to be less than two thousand five hundred dollars (\$2,500) and not to exceed sixty thousand dollars (\$60,000) for each campus.

As of August 20, 2020, the Bureau has not received the annual fee for the 2019 and 2020 calendar years from the Institution. In addition, the Bureau has not received the late payment penalties for the 2019 and 2020 calendar years from the Institution.

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>Violation:</b></p> <p><b>5, CCR Section 71770(a)(1) – Admissions Standards and Transferred Credits Policy</b>  <i>“(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:</i>  <i>(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.”</i></p> <p><b>5, CCR Section 71920(a)(b)(1)(A) – Student Records</b>  <i>“(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.</i>  <i>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</i>  <i>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</i>  <i>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;”</i></p> <p style="color: red;"><b>Bureau staff reviewed student files and found that the student files did not contain written records and transcripts of high school completion or its equivalent, or other documentation establishing the student’s ability to do college level work, such as successful completion of an Ability-to-Benefit test.</b></p> <p><b>Order of Abatement:</b></p>

The Bureau orders the Institution to submit an established policy, or procedure, of how the Institution will maintain future compliance with 5, CCR sections 71770(a)(1) and 71920(a)(b)(1)(a). In addition, the Bureau orders the Institution to submit the name of the ATB exam they would like to administer to incoming students and obtain Bureau approval.

**Assessment of Fine**

The fine for this violation is \$1,501.00

2.

**Violation:**

**5, CCR Section 76130 (a-e)- Collection and Submission of Assessments**

*“(a) A qualifying institution shall collect the assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.*

*(b) A qualifying institution shall complete the STRF Assessment Reporting Form (Rev. 2/10) and remit it with the STRF assessments collected from students to be received by the Bureau no later than the last day of the month following the close of the quarter as follows:*

*(1) April 30 for the first quarter,*

*(2) July 31 for the second quarter,*

*(3) October 31 for the third quarter, and*

*(4) January 31 for the fourth quarter. If the due date falls on a Saturday, Sunday or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau.*

*If the due date falls on a Saturday, Sunday, or State or federal holiday, the due date shall be extended to the next regular business day for the Bureau.*

*(c) The STRF Assessment Reporting Form shall contain the following information:*

*(1) Total number of students who signed enrollment agreements for educational programs during the reporting period; and*

*(2) Total number of students eligible for STRF who signed enrollment agreements for educational programs during the reporting period; and*

*(3) The total number of students who signed their enrollment agreement during the reporting period, were eligible for STRF, and who made their first payment during the reporting period; and*

*(4) The total number of students who signed their enrollment agreement in a previous reporting period, were eligible for STRF, and who made their first payment during the current reporting period; and*

*(5) Total amount of institutional charges after rounding each student's institutional charges to the nearest \$1,000, for all eligible STRF students whose STRF assessment was collected in the reporting period; and*

*(6) Current contact telephone number of the person preparing the form; and*

*(7) A declaration dated and signed under penalty of perjury by the person preparing the form that the form and any attachments are true and correct.*

*(d) In the event of a school closure, any collected assessments shall be remitted to the Bureau within seven days following the cessation of instruction.*

*(e) Submission of all prior reports and assessments required by this section is a condition of renewal.”*

**The Institution has failed to submit STRF Assessment Reporting Forms for the following quarters:**

- **First and Second Quarter of 2020**

**On March 24, 2020, the Institution was notified via mail at 2225 W. Commonwealth Ave., Suite 103, Alhambra, CA 91803, that the STRF Assessment Reporting Form for the 1<sup>st</sup> quarter of 2020 was due.**

As of August 20, 2020, the Bureau has not received the STRF Assessment Reporting Form from the Institution.

On June 18, 2020, the Institution was notified via mail at 2225 W. Commonwealth Ave., Suite 103, Alhambra, CA 91803, that the STRF Assessment Reporting Form for the 2<sup>nd</sup> quarter of 2020 was due. As of August 20, 2020, the Bureau has not received the STRF Assessment Reporting Form from the Institution.

**Order of Abatement:**

The Bureau orders that the Institution submit the delinquent STRF Assessment Reporting Forms with the STRF Assessments collected from students for the quarters listed above. The information provided shall comply with "Record Keeping Requirements" Pursuant to 5, CCR section 76140.

**Assessment of Fine**

The fine for this violation is \$50.00

3. **Violation:**

**5, CCR Section 74006(a) and (b) - Annual Fee**

*"(a) An institution's annual fee is due within 30 days of the date on which the institution originally receives its approval to operate and each year thereafter on the anniversary of the date of the original approval. (b) An institution shall pay its annual fee in addition to any other applicable fees."*

**CEC Section 94930.5 (g)- Fee Schedule**

*"(g)Notwithstanding subdivision (d), effective July 1, 2018, the annual fee for each campus described in subparagraphs (A) and (B) of paragraph (1) of subdivision (d) shall be in an amount equal to 0.55 percent of that campus' total gross revenue derived from students in California, but not to be less than two thousand five hundred dollars (\$2,500) and not to exceed sixty thousand dollars (\$60,000) for each campus."*

**CEC Section 94931(a)(b)- Late Payment**

*"(a) A fee that is not paid on or before the 30th calendar day after the due date for the payment of the fee shall be subject to a 25 percent late payment penalty fee.  
(b) A fee that is not paid on or before the 90<sup>th</sup> calendar day after the due date for payment of the fee shall be subject to a 35 percent late payment penalty fee."*

**2019 Annual Fee and Late Payment Penalty**

The Institution has failed to pay its annual fee for calendar year 2019.

On May 1, 2019, the Institution was notified Invoice # 900341732 via mail at 2225 W. Commonwealth Avenue, Suite 103, Alhambra, CA 91803, stating that the annual fee for calendar year 2019 was due on June 1, 2019.

On July 15, 2019, the Institution was notified Invoice # 900343689 via mail at 2225 W. Commonwealth Avenue, Suite 103, Alhambra, CA 91803, stating that the annual fee for calendar year 2019 was due on June 1, 2019.

On September 16, 2019, the Institution was notified Invoice # 900343689 via mail at 2225 W. Commonwealth Avenue, Suite 103, Alhambra, CA 91803, stating that the annual fee for calendar year 2019 was due on June 1, 2019.

As of August 20, 2020, the Bureau has not received the 2019 annual fee from the Institution.

**2020 Annual Fee and Late Payment Penalty**

The Institution has failed to pay its annual fee for calendar year 2020.

On May 1, 2020, the Institution was notified Invoice # 900349630 via mail at 2225 W. Commonwealth Avenue, Suite 103, Alhambra, CA 91803, stating that the annual fee for calendar year 2019 was due on June 1, 2020.

On July 15, 2020, the Institution was notified Invoice # 900351677 via mail at 2225 W. Commonwealth Avenue, Suite 103, Alhambra, CA 91803, stating that the annual fee for calendar year 2019 was due on June 1, 2020.

As of August 20, 2020, the Bureau has not received the 2020 annual fee from the Institution.

**Order of Abatement:**

The Bureau orders the Institution to submit its annual fees for calendar years 2019 and 2020 in accordance with 5, CCR section 74006(a)(b) and CEC section 94930.5(g). In addition, the Institution must pay all late payment penalty fees.

**Assessment of Fine**

The fine for this violation is \$00.00

**TOTAL ADMINISTRATIVE FINE DUE: \$1,551.00**

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 **\$1,551.00** 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 **September 19, 2020**, 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 **August 20, 2020**. Evidence of compliance with the order(s) of abatement shall be due by **September 19, 2020**.

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:**

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

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) 574-8969 or Gabriella.Perez@dca.ca.gov.

“Original signature on file”

“8/20/2020”

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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