



**APPEAL OF CITATION INFORMAL CONFERENCE**  
**DECISION: CITATION AFFIRMED**

February 20, 2019

Scripcar Inc., Owner  
 The Acting Corps  
 5508 Cahuenga Blvd.  
 North Hollywood, CA 91601

Date of Issuance	Citation Number	Institution Code
February 20, 2019	1819053	97715583

On January 22, 2019, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 1819053 (Citation) against Scripcar Inc., 49% Owner of The Acting Corps. In attendance were Beth Scott, Enforcement Chief; John Xu, President and Yue Wu, Attorney for GYL Investment.

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. 1819053.

It is the decision of the Enforcement Chief that on February 14, 2019 Citation No. 1819053 is affirmed for the following reason(s):

- No new substantive facts were presented at the conference.

**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><b><u>AFFIRMED</u></b>  <b><u>Violation:</u></b>  <b>5, CCR Section 76130 (a-e)- Collection and Submission of Assessments</b>  <i>“(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.</i>  <i>(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:</i></p>

(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 4<sup>th</sup> quarter of 2015, 2<sup>nd</sup> and 4<sup>th</sup> quarters of 2016, 1<sup>st</sup> quarter of 2017 and the 2<sup>nd</sup> quarter of 2018.

On January 5, 2016, the Institution was notified via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the STRF Assessment Reporting Form for the 4<sup>th</sup> quarter of 2015 was due. As of November 21, 2018, the Bureau has not received the STRF Assessment Reporting Form from the Institution.

On July 1, 2016, the Institution was notified via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the STRF Assessment Reporting Form for the 2<sup>nd</sup> quarter of 2016 was due. As of November 21, 2018, the Bureau has not received the STRF Assessment Reporting Form from the Institution.

On January 3, 2017, the Institution was notified via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the STRF Assessment Reporting Form for the 4<sup>th</sup> quarter of 2016 was due. As of November 21, 2018, the Bureau has not received the STRF Assessment Reporting Form from the Institution.

On April 3, 2017, the Institution was notified via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the STRF Assessment Reporting Form for the 1<sup>st</sup> quarter of 2017 was due. As of November 21, 2018, the Bureau has not received the STRF Assessment Reporting Form from the

Institution.

On July 3, 2017, the Institution was notified via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the STRF Assessment Reporting Form for the 3<sup>rd</sup> quarter of 2017 was due. As of November 21, 2018, the Bureau has not received the STRF Assessment Reporting Form from the Institution.

On June 18, 2018, the Institution was notified via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the STRF Assessment Reporting Form for the 2<sup>nd</sup> quarter of 2018 was due. As of November 21, 2018, 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 Institution shall also submit the student information to substantiate the data reported on the STRF Assessment Reporting Form(s). 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

**AFFIRMED**

2. **Violation:**

**5, CCR Section 74006(a) - 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 (d)(1)(A) - Fee Schedule(d) (1)** *In addition to any fees paid to the bureau pursuant to subdivisions (a) to (c), inclusive, each institution that is approved to operate pursuant to this chapter shall remit both of the following: (A) An annual fee for each campus designated by the institution as a main campus location in California, in an amount equal to 0.45 percent of the 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).*

**CEC Section 94931(a) or (b) - Late Payment** *"(a) A fee that is not paid on or before the 30<sup>th</sup> calendar day after the due date for the payment of the fee shall be subject to 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."*

The Institution has failed to pay its annual fee for calendar year 2018.

On July 3, 2018, the Institution was notified (invoice #900335299) via mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the annual fee for calendar year 2018 was due on August 1, 2018.

On September 17, 2018, the Institution was sent a delinquency notice (invoice #900336128) via

mail at 5508 Cahuenga Blvd., North Hollywood, CA 91601, that the annual fee for calendar year 2018 was due on August 1, 2018. As of November 21, 2018, the Bureau has not received the annual fee from the Institution.

**Order of Abatement:**

The Bureau orders the Institution to submit its annual fee for calendar year 2018 in accordance with 5, CCR section 74006(a)(b) and CEC section 94930.5(d)(1)(A). In addition, the Institution must pay all late payment penalty fees.

**Assessment of Fine**

The fine for this violation is \$00.00

**TOTAL AFFIRMED ADMINISTRATIVE FINE DUE: \$50.00**

ORDER OF ABATEMENT

**The Bureau orders that you comply with the orders described in the 'Violation Code Sections' of this document and submit evidence of compliance within 30 days from the date of this decision.**

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:

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

APPEAL OF CITATION

You *do not* have the right to request another Informal Conference to appeal this affirmed Citation. You *do*, however, have the right to appeal this affirmed Citation through an Administrative Hearing, *only if* you initially requested one within 30 days from the issuance date of the original citation. A hearing before an Administrative Law Judge will be scheduled and you will be notified of the hearing date. The hearing will be held pursuant to Chapter 5 (commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code. 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.

If you do not wish to appeal this affirmed Citation you must withdraw your initial request for an Administrative Hearing, if one was made. Please complete and mail the enclosed Withdrawal – Request for Administrative Hearing within **30 Days** of the date of this decision.

EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This affirmed Citation is effective on **February 20, 2019**. The order of abatement and payment are due by **March 22, 2019**.

Failure to abate the violation or 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 Affirmed 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 Gurinder Sandhu, Citation Analyst, at (916) 431-6940 or at [Gurinder.Sandhu@dca.ca.gov](mailto:Gurinder.Sandhu@dca.ca.gov).

  
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**Christina Villanueva**  
**Discipline Manager**

  
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**Date**

Enclosures

- Payment of Fine – Waiver of Appeal Rights
- Copy of Citation Order Number