



CITATION: ASSESSMENT OF FINE AND ORDER OF ABATEMENT

To: Antioch University, Owner
Antioch University
400 Corporate Pointe Ste. A 2030
Culver City, CA 90230

INSTITUTION CODE: 1909471
CITATION NUMBER: 1819126
CITATION ISSUANCE/SERVICE DATE: February 27, 2019
DUE DATE: March 29, 2019

FINE AMOUNT: \$ 2,001.00

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 Antioch University, Owner of Antioch University (Institution) located at 400 Corporate Pointe Ste. A 2030, Culver City, CA 90230, pursuant to Business and Professions Code section 125.9; California Education Code (CEC) sections 94936 and 94932; and Title 5 of the California Code of Regulations (5, CCR) section 75020 for the violations described below.

BACKGROUND

On October 11, 2018, during an announced onsite compliance inspection conducted by Bureau staff at the Institution, material violations were identified: 5, CCR section 76130(c)(1-5) - Collection and Submission of Assessments; 5, CCR section 76140(a)(1-13) - Record-Keeping Requirements; CEC section 94902(a) (b)(1)(3)- General Enrollment Requirements.

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.	Violation: 5, CCR Section 76130(c)(1-5) - Collection and Submission of Assessments (c) The STRF Assessment report 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.

5, CCR Section 76140(a)(1-13) - Record-Keeping Requirements

(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (1) Student identification number,
- (2) First and last names,
- (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,
- (9) Amount of STRF assessment collected,
- (10) Quarter in which the STRF assessment was remitted to the Bureau,
- (11) Third-party payer identifying information,
- (12) Total institutional charges charged, and
- (13) Total institutional charges paid.

Beginning in 2016, when the Institution obtained Bureau approval through January 20, 2019, the Institution has failed to report enrolled students on the Student Tuition Recovery Fund (STRF) assessment reporting forms. The Institution was not reporting the number of students on the assessment reporting forms and were not keeping a record of the 13 items listed above that are required to be maintained.

Order of Abatement:

The Bureau orders the Institution provide the Bureau with a policy that ensures that the Institution will report accurate information on the STRF Assessment Reporting Forms and maintain back-up documentation for those students.

Assessment of Fine

The fine for this violation is \$501.00

2. Violation:

CEC Section 94902(a) (b)(1)(3)- General Enrollment Requirements

(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.

<p>(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.</p> <p>Beginning in 2016, when the Institution obtained Bureau approval through January 20, 2019, the Institution failed to provide students with enrollment agreements and School Performance Fact Sheets</p> <p><u>Order of Abatement:</u> The Bureau orders that the Institution submit a written policy of how the Institution will ensure that students, are provided with enrollment agreements and School Performance Fact Sheets and that documents are kept in student files. The Institution shall submit written evidence of how compliance with the code CEC section 94902(a)(b)(1)(3) will be maintained.</p> <p><u>Assessment of Fine</u> The fine for this violation is \$ 1,500.00</p>
<p>TOTAL ADMINISTRATIVE FINE DUE: \$2,001.00</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 **\$2,001.00** 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(s) 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 **March 29, 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 **February 27, 2019**. Payment of the administrative fine and evidence of compliance with the order(s) of abatement shall be due by **March 29, 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:

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

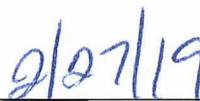
Failure for an applicant or institution to abate the violation(s) listed above or to pay the administrative fine within the time allowed may result in denial of an application for an approval or renewal to operate; disciplinary action, and/or collection action. The Bureau will promptly take all appropriate 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 Gurinder Sandhu, Citation Analyst, at 916-431-6940 or Gurinder.Sandhu@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