



**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
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## **CITATION: ASSESSMENT OF FINE**

To: California Graduate School of Theology  
Paul Lee, Board of Directors Member  
Lawrence Wilkes, Board of Directors Member  
Eunice Lee, Board of Directors Member  
12828 Harbor Boulevard, Suite 305  
Garden Grove, CA 92840

**INSTITUTION CODE: 1900831**

**CITATION NUMBER: 1112003**

**CITATION ISSUANCE DATE: 4/26/12**

**FINE AMOUNT DUE: \$50.00**

Laura Metune, issues this Citation: Assessment of Fine (Citation) in her official capacity as Bureau Chief of the Bureau for Private Postsecondary Education (Bureau) of the California Department of Consumer Affairs.

### **BACKGROUND**

On January 17, 2012, the Bureau received a cover letter and an Application for Change of Location (Application), dated January 12, 2012, for the above named institution. The cover letter stated that the change in location was not an emergency situation and that they realize the Application does not meet the “at least 60 days prior to the proposed date of change” deadline. The change of location was over 10 miles.

On August 1, 2011 the institution sent a memorandum to the students and faculty of that institution informing them that the school would move locations during the week of August 22, 2011 and would hold classes at the new location on August 29, 2011. The Application for this change of location was received by the Bureau 170 days after the memorandum was sent notifying the students and faculty of the change of location.

Applications for Change of Location and attached cover letters were also submitted from the institution on September 30, 2004, March 24, 2003, and February 13, 1997 for three separate changes of locations. Each cover letter that was submitted stated that the move was not an emergency situation and that they realized that the Applications do not meet the “at least 60 days prior to the proposed date of change” deadline. On each of these three separate occasions the school failed to inform the Bureau 60 days prior to their proposed date of change.

On April 14, 2003 the institution was sent a letter regarding their March 24, 2003 Application for Change of Location. The letter notified them that the institution submitted an Application for Change of Location after its move, which is in violation of the state regulation.

### **CITATION**

A citation is hereby issued to Paul Lee, Lawrence Wilkes and Eunice Lee, Board of Directors members of California Graduate School of Theology located at 12828 Harbor Boulevard, Suite 305, Garden Grove, CA 92840, in accordance with Section 125.9 of the Business and Professions; Section 94936 of the Cal. Ed. Code; and Section 75020 of the California Code of Regulations for the violations described below.

## VIOLATION

### **California Education Code § 94823.5 – Change of Location**

“Change of Location” is defined as a move or relocation more than 10 miles from the site at which the institution offers instruction.

### **California Education Code § 94893 – Authorization Required for Substantive Change**

The institution did not obtain prior authorization for a substantive change. This law provides in part that if an institution intends to make a substantive change to its approval, the institution shall receive prior authorization from the bureau.

### **California Education Code § 94894(e) – Substantive Change Defined**

The institution did not obtain prior authorization for a change of location. This law defines change of location as a substantive change to an approval to operate and requires prior authorization from the Bureau.

### **California Code of Regulation § 71500(a) – Application to Change Location**

The institution did not obtain prior authorization for a change of location within the required time frame. This law provides in part that an institution seeking a change in location shall complete and submit the “Change of Location” form at least 60 days prior to the proposed date of the change in location or no later than 30 days if the change of location is an unforeseen and unavoidable circumstance outside the control of the institution.

## PENALTY – ASSESSMENT OF A FINE

In accordance with Cal. Ed. Code section 94936; and California Code of Regulations Sections 75020 and 75030, the Bureau hereby orders the issuance of a Citation and the assessment of a fine in the amount of **\$50.00 (fifty dollars)** for the above violations.

## APPEAL OF CITATION

You have the right to contest this Citation Order 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 enclosed Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing form within thirty (30) days from the date of service of the Citation. If you do not request an administrative hearing within thirty (30) days from the date of service of the Citation, you will *not* be able to request one at a later time. Deliver or mail your written request to:

Yvette Johnson, Manager-Complaint Investigations and Discipline  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

If you request an administrative hearing, further information regarding your rights to discovery and to request postponement of the hearing for good cause will be provided to you with the Notice of Hearing.

Unless a written request for an informal conference and/or an administrative hearing is signed by you or on behalf of California Graduate School of Theology and delivered to the Bureau by May 26, 2012, you will be deemed to have waived or forfeited your right to an administrative hearing in this matter.

## EFFECTIVE DATE OF CITATION AND FINE ASSESSMENT

This Citation assessment of the administrative fine will become final on the next day following your last day within which to request a hearing. If you do not request an administrative hearing, this Citation shall become effective on

April 26, 2012 and payment due by May 26, 2012. If a hearing is not requested, your payment of the administrative fine shall not constitute an admission of the violation charged.

If a hearing is requested, you will not be required to comply with this Citation until a final order is entered against you.

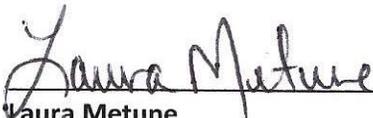
PAYMENT OF ADMINISTRATIVE FINE

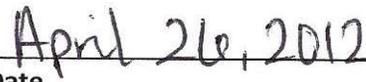
Payment of the administrative fine must be made to the Bureau for Private Postsecondary Education by check or money order. Please include the Citation number on the payment of the fine assessment. Payments may be mailed to:

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

CONTACT INFORMATION

If you have any questions regarding this Citation, or desire further information, please contact Janel Quayle, Enforcement Analyst, at (916) 431-6940 or [Janel.Quayle@dca.ca.gov](mailto:Janel.Quayle@dca.ca.gov).

  
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Laura Metune  
Bureau Chief

  
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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 – Wavier of Appeal
- Declaration of Service by Certified and First Class Mail