

# DYNASTY TRUCKING SCHOOL CATALOG

January 1, 2018 – December 31, 2019

## Disclosure Statement

School Location

**Dynasty Trucking School**  
**1810 S. Reservoir Street**  
**Pomona, CA 91766**  
Phone: (909) 629-8388  
Website: [dynastytruckingschool.com](http://dynastytruckingschool.com)

Dynasty Trucking School is authorized as a Private Vocational School in the states of California, the license to operate is issued by the Department of Consumer Affairs under the guidelines of the Bureau of Private Postsecondary Education.

This institution, and its programs, has not been accredited by an accrediting agency recognized by the United States Department of Education.

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833. [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589, or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

As a prospective student, are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact sheet, which must be provided to you prior to signing an enrollment agreement.

The institution has no pending petition for bankruptcy, nor is operating as a debtor in possession within the past 5 years. This institution has no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Persons seeking to resolve problems or complaints should contact the Director of Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

All information contained in this school catalog is current and correct and is so certified as true by Jimmy C. Peng, Director.

Signature: \_\_\_\_\_

## **Mission/Purposes**

Dynasty Trucking School is established to assist adult students in obtaining the education and behind the wheel training needed to obtain Specialized Driving Licenses from the State of California's Department of Motor Vehicles. The students are adults in the local area who can travel to this school site to obtain the training required. As a result of the training, students will be prepared to pass the exam and behind the wheel driving test in order to become licensed truck or bus drivers.

## **Education Objectives**

The objective of the coursework is to prepare the student to successfully pass the written and driving sections of the applicable Department of Motor Vehicles driving exam.

## **Approval Statement**

Dynasty Trucking School is a private institution, operates under guidelines established by the Department of Consumer Affairs and the Bureau of Private Postsecondary Education pursuant to California Education Code §94885. This means that the institution and its operation comply with the standards established for occupational instruction by private postsecondary educational institutions. Institution approval is subject to continuing review based on legislation in place at the time.

The following courses adhere to the established standards:

- **Professional Driver, Class A (160 Hours)**
- **Advanced Class A Driver Training (60 Hours)**
- **Intermediate Commercial Driver, Class A (48 Hours)**
- **Bus/Truck Driver – Class B (48 Hours)**
- **Class A Refresher Course (24 Hours)**

## **Admission Requirements**

In order to be accepted for training as an entry-level truck driver, an applicant must:

- English is the only language used for educational purposes at Dynasty Trucking School, Dynasty provides no ESL instruction.
- Dynasty Trucking School does not offer distance learning nor does it offer educational programs leading to a degree.
- Present a high school diploma or GED certificate from a U.S. School.
- Pass an Ability to Benefit from training examination if the applicant does not have a high school diploma or GED certificate. Dynasty Trucking School uses Combined English Language Skills Assessment (CELSA) for Ability-To-Benefit tests.
- The ESL Ability-To-Benefit test is called CELSA ATB and is offered to those whose native language is not English. The CELSA ATB test is offered to those students who do not have a high school diploma, General Education Development (GED), or proficiency certificate and are planning to apply for Federal Financial Aid. This test is given in English only, no other language format is available. You must be able to read English to take this test. The passing scores are Form 1 - 97, Form 2 – 97.
- Present a Social Security Card and Resident Alien Card, if applicable.
- Pass a Department of Transportation (DOT) physical examination.
- Obtain a Department of Motor Vehicle (DMV) H6 printout. (NOTE: If applicant has any DUI (Driving Under the Influence) convictions or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to an Admission's Counselor so that we may determine, on an individual basis, whether or not any of the above conditions would prevent the

applicant from obtaining a position in the truck driving industry with certain employers.)

- Be at least 18 years of age. Minimum age for interstate driving is 21.
- Pass a NIDA 5-Panel Drug Screen Test. According to the U.S. Department of Transportation Regulation §382.103, student drivers are required to test even though they may not yet possess a Commercial Driver's License (CDL).
- Dynasty Trucking School does not admit students from other countries.

### **Articulation Agreement**

This institution has not entered into an articulation or transfer agreement with any other institution. The acceptance or transferability of credits you earn at other institutions is not currently accepted at Dynasty Trucking School, nor has it entered into any articulation or transfer agreements with other institutions.

### **Admission Procedures**

For Admission to Dynasty Trucking School, the applicant is interviewed by the Admission's Counselor. At that time, an admission application is completed. The applicant is then informed about the program itself, the requirement that the school must have received a negative NIDA 5-Panel drug test result before the applicant performs a safety-sensitive function (driving) the next class starting date, admission requirement, and school policies in general.

During the interview, it is pointed out that, if the applicant has any DUI conviction or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, neck or back problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers.

An Enrollment Agreement is processed when the applicant is determined to be qualified for training. The agreement is forwarded to the Corporate Office for approval. A "Notice of Student Rights" informing the students of their right to cancel the training contract is given to each student at the time of enrollment and prior to enrolling.

### **Student Conduct Policies**

The standards of conduct at Dynasty Trucking School are patterned after those that prevail in both business and industry. Students are expected to observe the School's regulations, to follow directions given by their instructor, and to conduct themselves in a manner that is a credit to the School, their fellow students, and the trucking industry.

In order to create a healthy learning environment, certain standards of conduct must be followed. The following activities at or around Dynasty Trucking School facilities and equipment will be cause for immediate dismissal.

- Under the influence of alcohol and/or drugs;
- Smoking in unauthorized areas, i.e., classroom or inside trucks;
- Unauthorized truck starting or operation;
- Gambling;
- Hazing or harassment of fellow students;
- Unauthorized cell phone use in and around equipment or classroom.

### **Student Dress Code**

Students are preparing for professional careers. While in attendance, students should look and act as though they were working in a professional environment. Appearance is vitally

important in the technical and business world. Employers frequently visit the school and in doing so, evaluate the appearance of prospective employees. No open toe or open back shoes.

### **Attendance Policy**

Requiring our students to have a good attendance record is one of the most vital elements of Dynasty Trucking School training. Due to the fact that our Intermediate Commercial Driver program, Bus/Truck Driver program and Class A Refresher program are short courses, students must be on time and in attendance every day. Students should anticipate and plan for any problem that would prevent them from attending class.

### **Tardiness/Absence**

In case of illness, death, or birth in the immediate family, the student should notify the School Director in writing in order to obtain an “excused absence”. All other absences will be considered “un-excused”. Being late to class by ten minutes or more without a good reason, will be considered as one un-excused absence.

### **Warning/Drop**

The student will receive a warning letter after two un-excused absences. Unless arrangements are made with the school director, a student who has four absences will be sent a drop letter from our program. If the student fails to respond to the drop letter in a reasonable time, they will be dropped from the program.

### **Leave of Absence**

A student seeking a leave of absence must do so by notifying the School Director in writing. Students who are granted a leave of absence will be dropped from the school if the student does not re-enroll within 30 days. A leave of absence cannot exceed thirty (30) calendar days for regular leave or thirty (30) days for a verified medical reason. Only one leave of absence will be granted to each student.

### **Make-Up Work**

Will be scheduled by the School Director only for those students who have excused absences and need the time. All incomplete work must be made up before the student can graduate from our school.

### **Re-Admission**

Dynasty Trucking School does not re-admit students who have been dropped from our course. Other circumstances will be dealt with on an individual basis.

### **Grading Policy**

Grades of excellent, above average, and average indicate passing. A grade of Unsatisfactory is failing. A grade of Incomplete indicates need for additional course work.

| <u>Grade Level</u> | <u>Performance</u> | <u>Grade Point Average</u> |
|--------------------|--------------------|----------------------------|
| Excellent – A      | 90% - 100%         | 4                          |
| Above Average – B  | 80% - 89%          | 3                          |
| Average – C        | 70% - 79%          | 2                          |
| Unsatisfactory – D | 60% - 69%          | 1                          |
| Fail – F           | Below 59%          | 0                          |
| Incomplete – I     | Not Complete       | 0                          |

### **Satisfactory Progress**

To be considered making satisfactory progress, a student must achieve a grade point average (GPA) of 1.0 or higher by the end of the first 25% of the course. By midpoint (50%) of the course, a student must have achieved a GPA of 1.5 or higher. A student must achieve a GPA of 2.0 or higher by graduation to be eligible to receive a diploma.

A student who fails to maintain satisfactory progress will be placed on Academic Probation for one (1) week. Failure to achieve the required GPA by the end of the probation period will result in termination. Re-enrollment following such termination shall be at the discretion of the school.

Student must complete all course work with the scheduled grading period. Students with "Incomplete" will be given the opportunity to make-up course work as necessary. This must be done in addition to regular work.

Completion of the course is not to exceed one and one-half time the length of the course (240 clock hours). If a student does not complete the course in the maximum time, he/she will not be eligible for graduation and will be dropped from the course. Circumstances exceeding the maximum course length may be cause for probation instead of being dropped from the program. The terms of such actions are documented in the individual's student file.

### **Graduation**

To graduate, a student must have a minimum overall grade point average of 70% (2.0) or better and maintain a 70% attendance ratio, fulfill all other requirements stated in this catalog, and be in good financial standing with the school.

### **"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION"**

The transferability of credits you earn at Dynasty Trucking School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Dynasty Trucking School is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dynasty Trucking School to determine if your certificate will transfer.

**Dynasty Trucking School does not grant credit for prior experiential learning.**

### **Student Complaint Procedures/Resolution**

If you find you have a problem at this institution, please discuss the problem with the school director. The school is dedicated to providing you with an atmosphere that helps you to learn. If for any reason you are unable to resolve the matter, you may submit a written complaint to:

**Dynasty Trucking School  
1810 S. Reservoir Street  
Pomona, CA 91766**

The written complaint should contain your name and address, the nature of the problem you encountered, the date that the problem occurred or began, the names of individuals involved in the problems, copies of documents, if any, which contain information regarding the problem, evidence that, or an assertion that the complaint procedure was properly followed.

A response will be sent to you within 10 days. At any time you can contact the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888)370-7589.

All complains must be in writing and must be submitted to the School Director.

### **Student Services**

Dynasty Trucking School is aware of various situations which may arise and create learning obstacles for students. Whenever possible, the students are given the necessary supportive environment to enable each student to continue his/her studies. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student of Graduate.

### **Placement Assistance**

Dynasty Trucking School provides extensive placement assistance for all graduate students who wish to use the service. No guarantee of placement can be made. However, graduates who wish to do so may take advantage of a number of services provided, which may include the following:

1. Assistance with the preparation of employment interviewing and completion of job applications
2. Direct employer referrals
3. Information regarding job market and employment trends
4. Employment seeking skills
5. Assistance with preparation

Dynasty Trucking School offers continuous and ongoing job placement assistant, graduates may use the placement services infinitely. Records of student placement assistance are available upon request.

### **Non-Discrimination Policy**

Dynasty Trucking School does not discriminate on the basis of race, color, sexual orientation, nationality, creed or ethnic origin in the administration of its educational policies, admission policies, and other School administered programs.

### **Student Records**

All student evaluations and grades are maintained by the school for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils. Student records are confidential. Upon request, the student may at any time review their file with the School Director. If the school closes for any reason, student records will be maintained by the appointed Custodian of Records as required by California Education Code. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to the specific information requested.

The right of students to inspect their individual records are in accordance with the Family Education Rights and Privacy Act of 1974, Public Law **§93.380**, as amended

### **Graduation, Certificates**

Students who pass a course and receive all scheduled hours of instruction will receive a Certificate of Completion for the course.

## **Instructor Qualifications**

The minimum qualifications/requirements of instructors are as follows:

1. Instructors must possess a combination of education and experience and must have a minimum of five years over the road experience.
2. Instructors must meet minimum requirements of health, licensing, and driving records. They must possess a current Class A with Passenger Endorsement License, a current medical card, and have an acceptable driving record. In addition, all instructors are required to submit to a NIDA 5-Panel drug test.
3. Instructors must complete a 20 hour training course administered by Dynasty Trucking School.

## **Faculty**

Jimmy C Peng has 18 years of local and long haul driving experience.

Jaime Rios has 36 years of local and long haul driving experience.

Rich Lin has 13 years of local and long haul driving experience.

## **Academic Probation**

Students who do not meet the minimum requirements for satisfactory academic progress will be placed on probation for one month. If the student achieves a grade average of 70% (2.0) or better for the probationary period and achieves a minimum overall grade average of 70% (2.0) or better, he/she is removed from probation and is notified in writing of having achieved “good academic standing”. If the student does not achieve a grade of 70% (2.0) or better for the probationary period and does not achieve a minimum overall grade average of 70% (2.0) or better, the student will be terminated from the institution.

## **Attendance Probation**

Students who do not meet the overall 70% attendance requirement will be placed on probation for one month. If by the end of the probationary period, the student is removed from probation, he/she is notified in writing of having achieved “good attendance standing”. If the student does not achieve an attendance ratio of 70% or better at the end of the probationary period, the student will be terminated from the institution.

## **Facility and Equipment**

Trainings are held at 1810 S Reservoir Street, Pomona, CA 91766. It includes a Classroom for lessons on theory, a yard for hands on training, and a break room. The campus is located in industrial area, it reflects procedures similar to commercially operated truck terminals.

Equipment used for training include 8 tractors, 10 trailers and two 28’ passenger buses.

Dynasty Trucking School does not provide any housing and is not responsible for finding or assisting a student in search of housing. If housing is needed during the course of training, it is the student’s responsibility to find their housing needs.

Housing in close proximity to the school facilities include:

- Hampton Inn – 3150 Chino Ave
- Holiday Inn – 11725 E Gateway Center Drive
- Comfort Inn – 1421 S Garey Ave
- Quality Inn – 1170 Fairway Drive

Pricing for housing facilities varies from location and time of year; the cost range is from \$89.00 - \$114.49 a night.

Dynasty Trucking School does not offer financial aid for any of the courses offers. A student must secure funding for the training program through their own means. We accept funding from self-pay students, and students that have acquired funding through other agencies. If a student decides to get funding through other agencies they must abide by the rules and regulations of the funding agency as well as those of Dynasty Trucking School.

Dynasty Trucking School does not participate in Federal and/or State Financial Aid Programs such as:

- FAFSA
- Cal Grants

Dynasty Trucking School does participate in State and local funding programs such as:

- CA Department of Rehabilitation
- WIA ( Workforce Investment Act)

Dynasty Trucking School has a resource library with open access during normal operating hours. The Resources library contains instructional reading materials, current industry magazines and access for applications, telephone and research.

### **Office Schedules**

Our office is open from 8:00am to 5:00pm Monday through Friday.

The following days are observed by the school as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & The Following Friday and Christmas Day.

### **Catalog Policy**

Dynasty Trucking School reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addendums to the catalog, and with all school policies. By enrolling in Dynasty Trucking School, the Student agrees to abide by the terms stated in the catalog and all school policies.

**This catalog is revised annually and on an as-needed basis.**

### **Effective Dates of this Catalog**

January 1, 2018 to December 31, 2019



## **Student Tuition Recovery Fund Notification**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain Schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1) The School closed before the course of instruction was completed; 2) The School's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the School; 3) The School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan programs as required by law or to pay or reimburse proceeds received by the School prior to closure in excess of tuition and other costs; 4) There was a material failure to comply with the Act or the Division within 30 days before the School closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau; 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loan, or personal loans; and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies; 1) You are not a California resident, or are not enrolled in a residency program; or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The STRF assessment of fifty cents (\$.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, is collected from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$.00).

It is important that the student keeps copies of the Enrollment Agreement, receipts or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833. [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589.

## Tuition and Fee Schedule

The current charges are as follows:

### PROFESSIONAL DRIVER, CLASS A

|                             |                          |
|-----------------------------|--------------------------|
| Tuition                     | \$ 4,360.00              |
| Registration Fee            | \$ 10.00 (nonrefundable) |
| Books & Materials           | \$ 150.00                |
| DOT Physical Exam           | \$ 60.00 (nonrefundable) |
| NIDA Drug Testing           | \$ 60.00 (nonrefundable) |
| Random Drug/Alcohol Testing | \$ 60.00 (nonrefundable) |
| DMV Testing Fee             | <u>\$ 100.00</u>         |
| Total Cost                  | \$ 4,800.00              |

### ADVANCED CLASS A DRIVER TRAINING

|                             |                          |
|-----------------------------|--------------------------|
| Tuition                     | \$ 3,360.00              |
| Registration Fee            | \$ 10.00 (nonrefundable) |
| Books & Materials           | \$ 150.00                |
| DOT Physical Exam           | \$ 60.00 (nonrefundable) |
| NIDA Drug Testing           | \$ 60.00 (nonrefundable) |
| Random Drug/Alcohol Testing | \$ 60.00 (nonrefundable) |
| DMV Testing Fee             | <u>\$ 100.00</u>         |
| Total Cost                  | \$ 3,800.00              |

### INTERMEDIATE COMMERCIAL DRIVER, CLASS A

|                             |                          |
|-----------------------------|--------------------------|
| Tuition                     | \$ 3,100.00              |
| Registration Fee            | \$ 10.00 (nonrefundable) |
| Books & Materials           | \$ 150.00                |
| DOT Physical Exam           | \$ 60.00 (nonrefundable) |
| NIDA Drug Testing           | \$ 60.00 (nonrefundable) |
| Random Drug/Alcohol Testing | \$ 60.00 (nonrefundable) |
| DMV Testing Fee             | <u>\$ 100.00</u>         |
| Total Cost                  | \$ 3,540.00              |

### BUS/TRUCK DRIVER – CLASS B

|                             |                          |
|-----------------------------|--------------------------|
| Tuition                     | \$ 2,160.00              |
| Registration Fee            | \$ 10.00 (nonrefundable) |
| Books & Materials           | \$ 150.00                |
| DOT Physical Exam           | \$ 60.00 (nonrefundable) |
| NIDA Drug Testing           | \$ 60.00 (nonrefundable) |
| Random Drug/Alcohol Testing | \$ 60.00 (nonrefundable) |
| DMV Testing Fee             | <u>\$ 100.00</u>         |
| Total Cost                  | \$ 2,600.00              |

### CLASS A REFRESHER COURSE

|                             |                                 |
|-----------------------------|---------------------------------|
| Tuition                     | \$ 2,500.00                     |
| Registration Fee            | \$ 10.00 (nonrefundable)        |
| Books & Materials           | \$ 50.00                        |
| DOT Physical Exam           | \$ 60.00 (nonrefundable)        |
| NIDA Drug Testing           | \$ 60.00 (nonrefundable)        |
| Random Drug/Alcohol Testing | <u>\$ 60.00 (nonrefundable)</u> |
| Total Cost                  | \$ 2,740.00                     |

### ESTIMATED ADDITIONAL COSTS:

|                                       |          |
|---------------------------------------|----------|
| Endorsement Fee (paid to DMV) -----   | \$ 39.00 |
| DMV Printout (paid to DMV) -----      | \$ 5.00  |
| TSA Fingerprint (if applicable) ----- | \$ 90.00 |
| STRF Fee -----                        | \$ 0.00  |
| Returned Check Fee -----              | \$ 30.00 |

The schedule of total charges for a current period of attendance and the estimate schedule of total charges for the entire educational program are the same.

The tuition covers the cost of all classroom instruction. All fees and tuition are to be paid, on the first day of class.

If a student obtains a loan to pay for any program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; 2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## **CANCELLATION AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL:**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1810 S. Reservoir Street, Pomona, CA 91766. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM:**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment nor returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminated the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligation to the school.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of money's not paid from federal student financial aid program funds.

## Examples of Refund Calculations

If you have paid more than the amount that you owe for the time you attended. Then a refund will be made within 45 days of withdrawal. If the amount you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

### Refund Example:

Assume you enroll in a 160-hour course and pay \$4,800.00 for tuition and fees.

You withdraw after completing 80 hours (50%) of the 160-hour course.

The pro-rata refund would be \$2,275.00 based on the calculation stated below.

$$\begin{array}{rclclcl}
 \$4,800.00 & - & \$250.00 \text{ fee} & \times & 50 \% & = & \$2,275.00 \\
 \text{(amount paid for instruction} & & & & \text{(80 clock hours} & & \text{(amount to be refunded)} \\
 \text{but not receive, 160 total hours)} & & & & \text{of instruction)} & & 
 \end{array}$$

| <u>% of Attendance</u> | <u>Tuition</u> | <u>Less Fees</u> | <u>Total Refund Due</u> | <u>Tuition Retained<br/>by School</u> |
|------------------------|----------------|------------------|-------------------------|---------------------------------------|
| < 10% (4 day)          | \$4,800.00     | \$250.00         | \$4,550.00              | \$ 0.00                               |
| 25% (10 days)          | \$4,800.00     | \$250.00         | \$3,662.50              | \$1137.50                             |
| 50% (20 days)          | \$4,800.00     | \$250.00         | \$2275.00               | \$2525.00                             |
| 60% (24 days)          | \$4,800.00     | \$250.0          | \$2070.00               | \$2730.00                             |
| >60% (25 days)         | \$4,800.00     | \$250.00         | \$0.00                  | \$4800.00                             |

For the purpose of determining the amount you owe for time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the School of your withdrawal or the actual date of withdrawal.
2. You withdraw beyond 7 days of your enrollment date
3. The School terminates your enrollment.
4. You fail to attend classes for three (3) consecutive days without notifying the School.  
In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

California Education Code §94859 requires that licensed Private Vocational Schools disclose the above information regarding Refund Calculations to each student who enrolls in the School. If you have any questions regarding these calculations, please contact your Admission's Representative.

## **Classes Offered**

### **Professional Driver, Class A (160 Hours)**

The objective of this program is to prepare students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.

### **Advanced Class A Driver Training (60 Hours)**

The objective of this program is to prepare students to obtain a Class A Driver's License here in the State of California to be used toward the occupational goal of becoming an entry level commercial truck driver. It differs from our other programs in that it provides for more behind-the-wheel experience.

### **Intermediate Commercial Driver, Class A (48 Hours)**

The objective of this program is to prepare students to obtain a Class A Driver's License here in the State of California to be used toward the occupational goal of becoming an entry level commercial truck driver.

### **Bus/Truck Driver – Class B (48 Hours)**

Choose this course if you want to obtain a Class B license from the Department of Motor Vehicles. This will enable you to operate a passenger bus in California.

### **Class A Refresher Course (24 Hours)**

This course is designed for those individuals who either have not driven for a number of years and require behind-the-wheel training to reacquire driving skills, or for those who have been licensed in another state or country and need assistance in understanding what is required of a Class A licensed professional driver here in California. These students receive one-on-one training. Students will be prepared to pass both the written and skills test administered by the State of California Department of Motor Vehicles.

## Course Outline

|                      |  |
|----------------------|--|
| Title                | <b>Professional Driver, Class A</b>                |
| Total Clock Hours    | 160 Clock Hours                                    |
| Length of Program    | 8 weeks  |
| Frequency of Lessons | Normally offered and scheduled for 5 Days per Week |

### Objective

The Objective of this program is to prepare students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program is designed to lead to the student's acquisition of a commercial Class A driver's license here in the State of California.

Occupational Goal            Professional Commercial Class "A" Truck Driver

Citation of Texts            A study guide is provided by the Department of Motor Vehicles

| <u>Course Outline</u>                    | <u>Clock Hours</u> |
|--|--------------------|
| Basic Operation                          | 8.0 clock hours    |
| Non-Vehicle Activities                   | 5.0 clock hours    |
| Job Retention Skills                     | 7.0 clock hours    |
| Vehicle Code Laws                        | 10.0 clock hours   |
| Safety Operation Practices               | 15.0 clock hours   |
| Basic Driving Maneuvers                  | 15.0 clock hours   |
| Vehicle Inspection                       | 15.0 clock hours   |
| Advanced Operation Practices             | 45.0 clock hours   |
| Department of Motor Vehicles Preparation | 40.0 clock hours   |
| <hr/>                                    | <hr/>              |
| Total                                    | 160.0 clock hours  |

**Course Title****Professional Driver, Class A****160 hours**

## Basic Operation

Lecture: 8.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 8.0 Clock Hours

Topics: Basic control/ backing principles/shifting/double clutching/identify &amp; inspect air brake system

## Non-Vehicle Activities

Lecture: 5.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Cargo weight/inspecting &amp; securing cargo/accident procedures/hours of service requirements

## Job Retention Skills

Lecture: 7.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 7.0 Clock Hours

Topics: Job attendance/self-confidence/transportation &amp; childcare issues/coworker issues

## Vehicle Code Laws

Lecture: 10.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 10.0 Clock Hours

Topics: Out of state laws/California laws/uniform laws

## Safety Operation Practice

Lecture: 0.0 Clock Hours

Lab: 15.0 Clock Hours

Total: 15.0 Clock Hours

Topics: Obstacles/speed management/adverse driving conditions/on duty time/managing space/communication

## Basic Driving maneuvers

Lecture: 0.0 Clock Hours

Lab: 15.0 Clock Hours

Total: 15.0 Clock Hours

Topics: Basic gears/basic backing/proficient turns/proficient corner turns

## Vehicle Inspection

Lecture: 5.0 Clock Hours

Lab: 10.0 Clock Hours

Total: 15.0 Clock Hours

Topics: Perform vehicle inspections to prepare for DMV test

## Advanced Operations Practices

Lecture: 0.0 Clock Hours

Lab: 45.0 Clock Hours

Total: 45.0 Clock Hours

Topics: Traffic driving/following procedures/freeway driving

## DMV Preparation

Lecture: 0.0 Clock Hours

Lab: 40.0 Clock Hours

Total: 40.0 Clock Hours

Topics: Review of all DMV testing material/pre-trip/air systems/road proficiency skills

## Course Outline

|                      |  |
|----------------------|--|
| Title                | <b>Advanced Class “A” Driver Training</b>          |
| Total Clock Hours    | 60 Clock Hours                                     |
| Length of Program    | 3 weeks  |
| Frequency of Lessons | Normally offered and scheduled for 5 Days per Week |

### Objective

The Objective of this program is to prepare students to prepare students to obtain a Class “A” Driver’s License here in the State of California to be used toward the occupational goal of becoming an entry level commercial truck driver. It differs from our other programs in that it provides for more behind-the-wheel experience.

Occupational Goal      Advanced Commercial Class “A” Truck Driver

Citation of Texts      A study guide is provided by the Department of Motor Vehicles

| <u>Course Outline</u>                    | <u>Clock Hours</u> |
|--|--------------------|
| Basic Operation                          | 1.0 clock hours    |
| Non-Vehicle Activities                   | 1.0 clock hours    |
| Job Retention Skills                     | 2.0 clock hours    |
| Vehicle Code Laws                        | 1.0 clock hours    |
| Safety Operation Practices               | 5.0 clock hours    |
| Basic Driving Maneuvers                  | 5.0 clock hours    |
| Vehicle Inspection                       | 5.0 clock hours    |
| Advanced Operation Practices             | 15.0 clock hours   |
| Department of Motor Vehicles Preparation | 25.0 clock hours   |
| <hr/>                                    | <hr/>              |
| Total                                    | 60.0 clock hours   |



**Course Title****Advanced Class A Driver Training****100 hours**

## Basic Operation

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Basic control/ backing principles/shifting/double clutching/identify &amp; inspect air brake system

## Non-Vehicle Activities

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Cargo weight/inspecting &amp; securing cargo/accident procedures/hours of service requirements

## Job Retention Skills

Lecture: 2.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 2.0 Clock Hours

Topics: Job attendance/self-confidence/transportation &amp; childcare issues/coworker issues

## Vehicle Code Laws

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Out of state laws/California laws/uniform laws

## Safety Operation Practice

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Obstacles/speed management/adverse driving conditions/on duty time/managing space/communication

## Basic Driving maneuvers

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Basic gears/basic backing/proficient turns/proficient corner turns

## Vehicle Inspection

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Perform vehicle inspections to prepare for DMV test

## Advanced Operations Practices

Lecture: 0.0 Clock Hours

Lab: 15.0 Clock Hours

Total: 15.0 Clock Hours

Topics: Traffic driving/following procedures/freeway driving

## DMV Preparation

Lecture: 0.0 Clock Hours

Lab: 25.0 Clock Hours

Total: 25.0 Clock Hours

Topics: Review of all DMV testing material/pre-trip/air systems/road proficiency skills

## Course Outline

|                      |  |
|----------------------|--|
| Title                | <b>Intermediate Commercial Driver, Class A</b>     |
| Total Clock Hours    | 48 Clock Hours                                     |
| Length of Program    | 3 weeks  |
| Frequency of Lessons | Normally offered and scheduled for 5 Days per Week |

### Objective

The Objective of this program is to prepare students to prepare students to obtain a Class "A" Driver's License here in the State of California to be used toward the occupational goal of becoming an entry level commercial truck driver.

|                   |   |
|-------------------|---|
| Occupational Goal | Entry Level Commercial Class A Truck Driver                   |
| Citation of Texts | A study guide is provided by the Department of Motor Vehicles |

| Course Outline                           | Clock Hours      |
|--|------------------|
| Basic Operation                          | 1.0 clock hours  |
| Non-Vehicle Activities                   | 1.0 clock hours  |
| Job Retention Skills                     | 1.0 clock hours  |
| Vehicle Code Laws                        | 1.0 clock hours  |
| Safety Operation Practices               | 5.0 clock hours  |
| Basic Driving Maneuvers                  | 5.0 clock hours  |
| Vehicle Inspection                       | 4.0 clock hours  |
| Advanced Operation Practices             | 5.0 clock hours  |
| Department of Motor Vehicles Preparation | 25.0 clock hours |
| Total                                    | 48.0 clock hours |

**Course Title****Intermediate Commercial Driver, Class A****80 hours**

## Basic Operation

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Basic control/ backing principles/shifting/double clutching/identify &amp; inspect air brake system

## Non-Vehicle Activities

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Cargo weight/inspecting &amp; securing cargo/accident procedures/hours of service requirements

## Job Retention Skills

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Job attendance/self-confidence/transportation &amp; childcare issues/coworker issues

## Vehicle Code Laws

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Out of state laws/California laws/uniform laws

## Safety Operation Practice

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Obstacles/speed management/adverse driving conditions/on duty time/managing space/communication

## Basic Driving maneuvers

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Basic gears/basic backing/proficient turns/proficient corner turns

## Vehicle Inspection

Lecture: 0.0 Clock Hours

Lab: 4.0 Clock Hours

Total: 4.0 Clock Hours

Topics: Perform vehicle inspections to prepare for DMV test

## Advanced Operations Practices

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Traffic driving/following procedures/freeway driving

## DMV Preparation

Lecture: 0.0 Clock Hours

Lab: 25.0 Clock Hours

Total: 25.0 Clock Hours

Topics: Review of all DMV testing material/pre-trip/air systems/road proficiency skills

## Course Outline

|                      |  |
|----------------------|--|
| Title                | <b>Bus/Truck Driver, Class B</b>                   |
| Total Clock Hours    | 48 Clock Hours                                     |
| Length of Program    | 3 weeks  |
| Frequency of Lessons | Normally offered and scheduled for 5 Days per Week |

### Objective

The Objective of this program is to prepare students to obtain Class B license from the Department of Motor Vehicles. This will enable you to operate a passenger bus or Class "B" truck in California.

Occupational Goal            Entry Level Commercial Class B, Bus/Truck Driver

Citation of Texts            A study guide is provided by the Department of Motor Vehicles

| Course Outline                           | Clock Hours      |
|--|------------------|
| Basic Operation                          | 1.0 clock hours  |
| Non-Vehicle Activities                   | 1.0 clock hours  |
| Job Retention Skills                     | 1.0 clock hours  |
| Vehicle Code Laws                        | 1.0 clock hours  |
| Safety Operation Practices               | 8.0 clock hours  |
| Basic Driving Maneuvers                  | 2.0 clock hours  |
| Vehicle Inspection                       | 4.0 clock hours  |
| Advanced Operation Practices             | 5.0 clock hours  |
| Department of Motor Vehicles Preparation | 25.0 clock hours |
| Total                                    | 48.0 clock hours |

**Course Title****Bus/Truck Driver, Class B****60 hours**

## Basic Operation

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Basic control/ backing principles/shifting/double clutching/identify &amp; inspect air brake system

## Non-Vehicle Activities

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Cargo weight/inspecting &amp; securing cargo/accident procedures/hours of service requirements

## Job Retention Skills

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Job attendance/self-confidence/transportation &amp; childcare issues/coworker issues

## Vehicle Code Laws

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Out of state laws/California laws/uniform laws

## Safety Operation Practice

Lecture: 0.0 Clock Hours

Lab: 8.0 Clock Hours

Total: 8.0 Clock Hours

Topics: Obstacles/speed management/adverse driving conditions/on duty time/managing space/communication

## Basic Driving maneuvers

Lecture: 0.0 Clock Hours

Lab: 2.0 Clock Hours

Total: 2.0 Clock Hours

Topics: Basic gears/basic backing/proficient turns/proficient corner turns

## Vehicle Inspection

Lecture: 0.0 Clock Hours

Lab: 4.0 Clock Hours

Total: 4.0 Clock Hours

Topics: Perform vehicle inspections to prepare for DMV test

## Advanced Operations Practices

Lecture: 0.0 Clock Hours

Lab: 5.0 Clock Hours

Total: 5.0 Clock Hours

Topics: Traffic driving/following procedures/freeway driving

## DMV Preparation

Lecture: 0.0 Clock Hours

Lab: 25.0 Clock Hours

Total: 25.0 Clock Hours

Topics: Review of all DMV testing material/pre-trip/air systems/road proficiency skills

## Course Outline

|                      |  |
|----------------------|--|
| Title                | <b>Class “A” Refresher Course</b>                  |
| Total Clock Hours    | 24 Clock Hours                                     |
| Length of Program    | 2 weeks  |
| Frequency of Lessons | Normally offered and scheduled for 5 Days per Week |

### Objective

This course is designed for those individuals who either have not driven for a number of years and require behind-the-wheel training to reacquire driving skills, or for those who have been licensed in another state or country and need assistance in understanding what is required of a Class “A” licensed professional driver here in California. These students receive one-on-one training. Students will be prepared to pass both the written and skills test administered by the State of California Department of Motor Vehicles.

Occupational Goal            Commercial Class A Truck Driver

Citation of Texts            A study guide is provided by the Department of Motor Vehicles

| Course Outline               | Clock Hours      |
|------------------------------|------------------|
| Basic Operation              | 1.0 clock hours  |
| Job Retention Skills         | 1.0 clock hours  |
| Vehicle Code Laws            | 1.0 clock hours  |
| Safety Operation Practices   | 4.0 clock hours  |
| Vehicle Inspection           | 2.0 clock hours  |
| Advanced Operation Practices | 15.0 clock hours |
| Total                        | 24.0 clock hours |

**Course Title****Class A Refresher Course****40 hours**

## Basic Operation

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Basic control/ backing principles/shifting/double clutching/identify &amp; inspect air brake system

## Job Retention Skills

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Job attendance/self-confidence/transportation &amp; childcare issues/coworker issues

## Vehicle Code Laws

Lecture: 1.0 Clock Hours

Lab: 0.0 Clock Hours

Total: 1.0 Clock Hours

Topics: Out of state laws/California laws/uniform laws

## Safety Operation Practice

Lecture: 0.0 Clock Hours

Lab: 4.0 Clock Hours

Total: 4.0 Clock Hours

Topics: Obstacles/speed management/adverse driving conditions/on duty time/managing space/communication

## Vehicle Inspection

Lecture: 0.0 Clock Hours

Lab: 2.0 Clock Hours

Total: 2.0 Clock Hours

Topics: Perform vehicle inspections to prepare for DMV test

## Advanced Operations Practices

Lecture: 0.0 Clock Hours

Lab: 15.0 Clock Hours

Total: 15.0 Clock Hours

Topics: Traffic driving/following procedures/freeway driving