

CENTRAL VALLEY OPPORTUNITY CENTER, INC.

ADMINISTRATION OFFICES

6838 Bridget Court

Winton, California 95388

(209) 357-0062

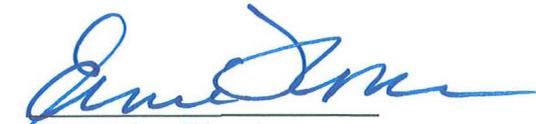
TABLE OF CONTENTS

School Administrators.....	2
Hours of Operation.....	2
Physical Facilities.....	2
Student Tuition Recovery Fund.....	3
Cancellation of Enrollment.....	3
Complaint Procedure.....	4
Approval Disclosure Statement.....	4
Courses of Instruction.....	6
Instructors.....	12
English as a Second Language.....	12
Admissions Standards.....	13
Attendance Requirements.....	14
Grading System.....	14
Student Conduct.....	15
Placement Assistance.....	16
Records Retention.....	16
Drop-out and Leave-of-Absence Policy.....	16
Participant Benefits.....	16
Payment Plans.....	17
Refund Policy.....	17
Tuition Costs.....	18

SCHOOL CATALOG CERTIFICATION

All information in the content of this school catalog is current and correct and is so certified as true by Mr. Ernie Flores, Executive Director.

12/12/11
Date


Executive Director

CENTRAL VALLEY OPPORTUNITY CENTER, INC.
SCHOOL CATALOG

Effective School Year
January 1, 2012 to December 31, 2012

ADMINISTRATION OFFICE
6838 Bridget Court
Winton, California 95388
(209) 357-0062
Web Site: www.cvoc.org

ADMINISTRATORS
Ernie Flores - Executive Director
Larry Russell- Chief Financial Officer

Central Valley Opportunity Center, hereinafter called "CVOC", is a multi-county social service provider. Classroom vocational training, On-the-Job training, remedial education, job referral, and other services are offered through its offices. CVOC's mission is to improve the quality of life for farm workers and others in need. CVOC vocational training courses are operated to enhance the effectiveness of our Federal and State employment and training grants and contracts.

Each county has an administrator responsible for providing services to the eligible population residing within the respective county. Vocational classes offered are subject to increase or decrease, depending on labor market demand and funding availability.

OPERATING SCHEDULES

Office Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Instruction Hours: 8:00 A.M. to 3:30 P.M., Monday - Friday
This school closes on legal holidays.

Classes are scheduled on the basis of enrollment. Students will be advised of projected starting dates at the time of enrollment. Important scheduling information (operating hours, holidays, vacations, class schedules and scheduling changes) will be announced to students in advance.

PHYSICAL FACILITIES

CVOC's facilities include comfortable lecture rooms, hands on laboratories, break rooms, and program/administration offices. CVOC's Vocational Center and satellite centers provide modern training equipment, curricula for individualized instruction, and experienced program staff. In order to meet the educational needs of our clients, CVOC offers an ESL program, which emphasizes English needed for the work place. CVOC's resources include up-to-date welding equipment such as Oxyacetylene, Arc, MIG and TIG equipment. Office Occupations classes use personal Pentium computers. The Truck Driver course is taught

using 2010 International tractors. CVOC's facilities are comfortably located, with easy parking, friendly campus atmosphere, and a staff that is attentive to students' needs.

* * * * *

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the California Legislature to protect any California resident who attends a private post-secondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school: closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible, you must be a "California resident" and reside in California at the time the enrollment is signed, or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. A student who is temporarily residing in California for the sole purpose of pursuing an education, specifically one who holds a student visa, is not considered a "California resident."

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95834, (916) 574-7720.

CANCELLATION OF ENROLLMENT IN TRAINING

Should the client or funding source decide to terminate client enrollment in vocational training, the following procedures shall apply. Clients/sponsors have the right to cancel all enrollment agreements, including equipment, tools, clothing, or other supplies, until midnight of the fifth business day after the first day of class attended by the client. "Business day" means a day on which you were scheduled to attend a class session.

Cancellation requests must be in writing. Cancellations may be mailed or hand delivered to any CVOC facility. Cancellations by mail are effective the date of postmark.

If CVOC has provided any equipment, including books or other materials, they shall be returned to CVOC within 30 days following the date of cancellation. Failure to return CVOC equipment, including books or other materials, in good condition within the 30-day period may result in the deduction of these costs from any refund due to the client and sponsor. CVOC will refund any pre-paid funds, less deductions for equipment not returned as noted above, within 30 days after the notice of cancellation.

A full description of this Cancellation Policy and Procedure, as well as information on Withdrawal From Course, is explained in the Student Enrollment Agreement included in student orientation materials. Copies of these policies are available at all CVOC facilities.

COMPLAINT PROCEDURE

The Central Valley Opportunity Center is very concerned that your vocational development and training meet your personal needs. Should you have any questions or problems, please feel free to talk to your instructors or case manager.

CVOC has a formal complaint procedure, which is designed to provide you with an avenue and recourse for presenting and resolving complaints. County Directors have been designated as the person to receive and resolve student complaints. County Directors have regular office hours, 8:00 A.M. to 5:00 P.M., and are available by appointment at other times to meet with you and to receive complaints.

Students are encouraged to submit complaints in writing with the date of the submission of the complaint. CVOC shall respond to all written complaints within 10 days of receiving the complaint, providing the student with a written response, including a summary of the investigation and disposition of the complaint. Participation in the complaint process shall not affect your status as a student with CVOC or, in any way, limit or waive your right to other remedies or legal recourse. Unresolved complaints may be directed to:

The Bureau for Private Postsecondary
Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
The telephone number is (888) 370-7589

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

APPROVAL DISCLOSURE STATEMENT

CENTRAL VALLEY OPPORTUNITY CENTER, INC., with classes and offices at 6838 Bridget Ct., Winton, California 95388, is a private institution and was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909(a)(2). The Bureau's approval means that the institution and its operation comply with the standards established under law for occupational instruction by private post-secondary education institutions. Institutional approval must be applied for every three years, and is subject to continuing review. Approved are the following courses:

1. Welding and Industrial Maintenance
2. Business Occupations General

3. Cooking Occupations General
4. Retail Sales Cashier
5. Professional Truck Driver (Pending Bureau Review)
6. Fork Lift Operator (Pending Bureau Review)

Instruction is in residence, with a facilities occupancy level accommodating two hundred (200) students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying the fact.

As a prospective student, you are encouraged to visit the physical facilities of the school, and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. This school does not offer financial aide or student loan programs, government or otherwise, to provide grants to pay for portions of tuitions or training fees.

As a prospective student, you 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.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Phone (888)370-7589, Fax (916)263-1897, Website www.bppe.ca.gov.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Central Valley Opportunity Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in CVOC's vocational courses is also at the complete discretion of the institution to which you may seek to transfer. *If the credits or 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 Central Valley Opportunity Center to determine if your certificate will transfer.

HOUSING ASSISTANCE

CVOC does not provide a dormitory or have housing facilities or assistance for students and has no responsibility to assist in student housing. CVOC offers daily bus service to our vocational classes from pre-set pick-up points in the service area. Please check with your Case Manager for more information on transportation assistance.

COURSES OF INSTRUCTION

General Business Occupations

This is a summary of the 22-week course in General Business Occupations. The course is based largely on a combination of classroom lectures, demonstrations and hands-on experience to prepare the participants for employment in the office environment. The goal of this course is to provide students with the necessary skills for entry-level employment in an office environment.

General Competencies:

General Business Occupations - The average number of hours to complete all course work is 770 instructional hours. Course completion is based on competency attainment and actual instructional hours may vary. The course stresses fundamental skills such as English, math, introductory computer, office skills and job search/retention skills.

Business Occupations	Hours
Orientation	5.0
Business English	80.0
10-Key Operation	70.0
Filing	35.0
Tutorials Windows & Internet	60.0
Basic Record Keeping	95.0
Typing	70.0
Office Equipment	20.0
Business Math	95.0
Telephone Skills	20.0
MicroSoft Word	105.0
MicroSoft Excel	105.0
Employment Preparation	10.0

Sample job description:

CLERK-TYPIST - DOT Code 219.362-010

Compiles data and operates computer or typewriter in performance of daily clerical duties involved in the maintenance of business records and reports.

Types business correspondence, reports and forms specific to business.

Maintains files, records and listings. Performs a variety of general office duties.

May provide basic accounting functions.

General Cooking Occupations

This is a summary of the 12-week course in General Cooking Occupations. The course is based largely on hands-on experience and teaches basic skills for employment in cooking occupations and food service. The General Cooking Occupations program provides training in the planning and preparation of foods for the food service industry. The training also includes sanitation requirements for the proper cleaning of equipment, cooking utensils and work area. The objective of this program is to give students the entry-level job skills necessary, including sanitation and safety measures; to compete for employment as cooks and prep/line cooks in full-service restaurants. Instruction is given through demonstrations, hands-on participation, handouts, lectures, videotapes, and cookbook assignments. Instruction is enhanced by meeting the demands of the cafeteria at the Central Valley Occupational Center facility. Evaluation and assessment is accomplished by written and/or verbal performance testing procedures.

General Competencies

General Cooking Occupations - The average number of hours to complete all course work is 420 instructional hours. Course completion is based on competency attainment and actual instructional hours may vary.

General Cooking Occupations	Hours
Orientation	10.0
Work Space Safety/First Aide	10.0
Food Service Sanitation	10.0
Proper Food Rotation/Storage	10.0
Usage/Cleaning of Equipment	30.0
Usage of Utensils	10.0
Interpretation of Recipes	40.0
Preparation of Vegetables, Fruit	40.0
Baking Techniques	40.0
Preparation of Starch Foods	60.0
Preparation of Soups, Sauces, Stocks	80.00
Preparation of Meats/Cooking	80.0

Sample job description:

COOK - DOT Code 315.361-010

Prepares, seasons and cooks soups, meats, vegetables, desserts and other foodstuffs for consumption in hotels and restaurants. Reads menu to estimate food requirements, orders food and stores food items. May be involved in all aspects of meal preparation, cooking and seasoning and serving meals. May work in a variety of preparation capacities depending on the menus of particular institutions.

Welding & Industrial Maintenance

This is a summary of the 22-week course in Welding and Industrial Maintenance. The course is based largely on hands-on experience and teaches basic skills of the welding trade. The Welding and Industrial Maintenance Program provides basic training in the areas of:

- Gas and Oxyacetylene Cutting & Welding
- Electric Arc Welding
- Mig (Metallic Inert Gas) Welding
- Tig (Tungsten Inert Gas) Welding
- Layout and Blueprint Reading
- Computer Mig Welder
- Plasma Torch Cutting
- Basic Machinery Maintenance
- Basic Electricity

The purpose of the Welding Program is to give students the entry-level job skills necessary to enter the welding trade or maintenance mechanic field. Instruction will be provided through lectures, demonstrations, testing procedures and hands-on participation. The Welding training is geared to the ability and progression of the individual student because of the variances in learning abilities different levels of maintenance skills. Formal classroom training is an integral part of the Welding Program. However, emphasis is placed on hands-on participation.

General Competencies:

Welding and Industrial Maintenance - The average number of hours to complete all course work is 770 instructional hours. Course completion is based on competency attainment and actual instructional hours may vary.

Welding & Industrial Maintenance	Hours
Shop Safety, General Theory	70.0
Gas & Oxyacetylene Cutting & Welding	105.0
Arc Welding	180.0
Mig Welding	160.0
Tig Welding	105.0
Plasma Torch Cutting / Computerized Welding	45.0
Blueprint Reading	70.0
Basic Electricity & Electrical Maintenance	35.0

Sample job description:

WELDER - DOT Code 819.384-010

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors, etc., according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment.

Retail Sales Cashier

This is a summary of the 12-week course in Retail Sales Cashier. The course is based largely on a combination of classroom lectures, demonstrations and hands-on experience to prepare the participants for employment in the retail sales environment. The goal of this course is to provide students with the necessary skills for entry-level employment in the sales industry. Evaluation of competencies gained is made through written performance testing.

Retail Sales Cashier - 420 Total Clock Hours	Hours
Math Skills for Retail Sales	120.0
Cash Register Operation	120.0
Record keeping	180.0

Sample Job description:

SALES CLERK- DOT Code 290.477-014

Obtains or receives merchandise, totals bill, receives payment and makes change for customers in a variety of retail stores. May stock shelves, counters, or tables with merchandise. Sets up advertising displays or arranges merchandise to promote sales. Stamps, marks or tags price on merchandise. Wraps or bags merchandise for customers, cleans merchandise, shelves, and work area as necessary. May keep records of sales, prepare inventory of stock, or order merchandise.

Professional Truck Driver

This is the summary of the 4½ week course in Truck Driving. The course is based largely on hands-on experience with about 25% of the course being provided in the classroom. The goal of the course is to provide students with the necessary knowledge and experience to take and successfully complete the written and driving exam for the Class A license administered by the California DMV.

General Competencies:

Professional Truck Driving- The estimated number of hours to complete all course work is 165. Satisfactory course completion is based on attainment of Class A licensing through passing the DMV written and driving exam and actual instructional hours may vary. The course stresses fundamental skills such as the use of log books, use of air brakes, reversing, parking, and on the road experience.

Truck Driving	Hours
Classroom	40.0
Log Book	10.0
Combination (Tractor and Trailer)	15.0
Air Brakes	15.0
General Knowledge	15.0
Skills- Straight line backing, parallel parking, alley docking	35.0
On the road experience	35.0

Sample job description:

TRUCK DRIVER, HEAVY – DOT Code 905.663-014

Drives truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Drives truck to destination, applying knowledge of commercial driving regulations and area roads. Maintains telephone or radio contact with supervisor to receive delivery instructions. May load and unload truck. Inspects truck equipment and supplies, such as tires, lights, brakes, gas, oil, and water. May perform emergency roadside repairs, such as changing tires, installing light bulbs, tire chains, and spark plugs.

Note: In order to obtain a Class A license the California Department of Motor Vehicles requires the following: Over the age of 18 for intrastate transportation and over the age of 21 for interstate transportation, a valid Class C license, valid social security card (non-laminated), and an approved medical form which is included in the tuition costs for our course. For a complete list please refer to the California DMV website.

Forklift Operator Course

This is the summary of the 7 hour course in Forklift Operation. The course is based largely on hands-on experience with about 50% of the course being provided in the classroom. The goal of the course is to provide students with the necessary knowledge and experience to meet OSHA safety requirements.

General Competencies:

Forklift Operator - The minimum number of hours to complete all course work is 7 hours. Satisfactory course completion is based on written and driving exam and actual instructional hours may vary. The course stresses fundamental skills such as the use of forklift, safety regulations, common workplace duties, special handling and safety concerns.

Forklift Operation	Hours
Classroom	3.5
Lab & Hands On Training	3.5

Sample job description:

INDUSTRIAL TRUCK OPERATOR- FORKLIFT– DOT Code 921.683-050

Drives gasoline-, liquefied gas-, or electric-powered industrial truck equipped with lifting devices, such as forklift, boom, scoop, lift beam and swivel-hook, fork-grapple, clamps, elevating platform, or trailer hitch, to push, pull, lift, stack, tier, or move products, equipment, or materials in warehouse, storage yard, or factory: Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, over, or around loaded pallets, skids, boxes, products, or materials or hooks tow trucks to trailer hitch, and transports load to designated area. Unloads and stacks material by raising and lowering lifting device.

INSTRUCTORS

George Maravilla, Welding Instructor

Mr. Maravilla has over 26 years combined experience in welding and the industrial arts, including 23 years teaching at private, post-secondary schools, and four and one-half years practical experience.

Jessica Fregosa, Cashier Retail Sales Instructor

Ms Fregosa's qualifications include practical experience, as well as fourteen years teaching experience.

Juan Parras, Cooking Instructor

Mr. Parras has over 21 years experience in all aspects of food preparation and food service management. He has a food service certification, as well as practical and instructional experience.

Lupe Jau, Office Occupations Instructor

Ms Jau has 23 years experience in business office operations service and 14 years of business office teaching experience.

Arturo Sanchez, Truck Driver/Fork Lift Instructor

Mr. Sanchez has five years experience working in the truck driver and logistics field and 6 years experience as a truck driver instructor.

ENGLISH AS A SECOND LANGUAGE TUTORIAL ASSISTANCE

CVOC provides English as a Second Language (ESL) tutorial assistance, at no cost, to enable clients to increase employability. The tutorial assistance provides basic vocational and daily life English survival skills, and may also augment vocational-specific courses with instruction in English names for equipment, tools, and terminology.

CVOC is a Migrant and Seasonal Farmworker Grantee under Section 1672 of Title 29 of the United States Code, as referenced under 94865(i) of the Education Reform Act of 1998.

GENERAL EDUCATION DIPLOMA TUTORIAL ASSISTANCE

CVOC provides General Education Diploma (GED) tutorial assistance, at no cost, to enable clients to increase employability. The tutorial assistance is designed to help students prepare to take the GED test.

ADMISSIONS STANDARDS

CVOC Vocational Training Centers were created in response to the need to have training resources, which were accessible to clients served under our employment and training grants. Most public and private vocational schools have admissions standards, which would prevent our target group from entrance. Clients entering CVOC Vocational Training Centers are not simply starting a vocational training course, they are entering a vocational development program, which seeks to resolve a variety of employment barriers. Our target group is comprised primarily of individuals with very little formal education, limited English speaking skills, recent immigrants and economically disadvantaged individuals.

The programs offered by CVOC are available to individuals who are motivated and committed to improve their vocational skill levels. CVOC also seeks to ensure that clients have the ability to participate, which means the client does not have financial, family, legal, health, or other personal problems that may force them to drop out of the program. Prior to enrollment in any of CVOC's vocational development programs, clients are required to tour training facilities, receive an orientation from the vocational instructor, complete employment assessment testing, complete educational level assessment and have an employability development plan completed by a CVOC Case Manager. The purpose of these formalities is to ensure that client expectations of the program, performance requirements and projected outcomes of the program are fully understood.

To be admitted, a student must meet eligibility criteria as established by State, Federal or local funding sources. In general, to be eligible for CVOC training, a person must be the following:

- Economically disadvantaged, low-income and;
- A resident of the CVOC service area and;
- Available and able to accept employment upon completion of training or;
- Sponsored by a third-party public or private employment and training program.

Sponsoring employment and training programs are required to perform client testing and assessment for ability to benefit prior to referral to CVOC vocational development programs.

ATTENDANCE POLICY

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students will be expected to attend classes as they would attend work if they were employed. All absences and tardiness are recorded. It is the responsibility of the student to telephone the school in advance to advise they will be absent or late, as it would be necessary to inform an employer.

The following policies apply to encourage satisfactory attendance:

Tardiness and absences are a disruption of a good learning environment and is discouraged. Students with excessive unexcused absences in one month may receive notification of probation for a period of one month. Any unexcused absences during probation may be cause for interruption of the student's training program.

Leaves of absence will be considered, and such leaves may be granted at the discretion of the school directors.

Students must arrange with the instructor for make-up work for classes missed; however, absences will remain on the record.

Certificates of perfect attendance are awarded those students who complete training with no unexcused absences.

PROGRESS/GRADING SYSTEM

CVOC training courses are based on a set number of competencies that a client must obtain as demonstrated through written and/or hands-on performance. Clients must complete all competencies on a pass/fail basis. An individual will be allowed to retake competency tests until they demonstrate the required knowledge or skill level. Clients must successfully complete all prescribed competencies detailed in the training curriculum. The document to be issued upon satisfactory completion of the course is a Course Certificate

CVOC will complete monthly student performance evaluations for all students. Monthly evaluations summarize participant attendance, progress in meeting training expectations, perceived learning problems and projected progress to be made in the next month. Monthly performance evaluations are discussed with students and forwarded to CVOC Case Manager and sponsoring agencies.

STUDENT CONDUCT POLICY

At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of the following: an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons upon school premises; behavior creating a safety hazard to other persons at the school; disobedient or disrespectful behavior to another student, administrator, faculty member; or any other stated or determined infraction of conduct.

Clients who are in programs leading to job placement will be required to fully participate in all job search activities. You will fully cooperate and participate in résumé preparation, job search planning, and weekly-supervised job search activities. Failure to participate in job search activities may result in CVOC seeking repayment by you of funds utilized for training.

All students must abide by the CVOC Code of Ethics and Rules and Regulations.

Central Valley Opportunity Center, Inc. (CVOC), receives funds from public and private institutions and, therefore, must abide by the policies, procedures, regulations and contracts governing the use of these funds.

CVOC does not tolerate harassment of its employees or participants. Any form of harassment related to an employee's race, color, sex, religion, national origin or age is a violation of this policy and will be treated as a disciplinary matter.

Discrimination in any activity because of race, religion, sex, age, national origin or political affiliation is prohibited. Any discriminatory actions based on these characteristics should be immediately reported to your Instructor, Case Manager or County Director.

No participant shall accept or give money, gifts, favors or considerations for any action that is in accordance with their regular vocational training program. Participants shall refrain from providing staff with gifts, gratuities or favors that may be interpreted as an attempt to influence actions or as payment for training services.

Participants shall not disclose confidential information to which they may be exposed to during daily contact with staff and other students, or use such information for personal gain or to discredit other students or staff.

Participants have an obligation to put forth the effort needed to reach their training goals and maintain a high standard of behavior throughout their participation in CVOC programs.

Participants are required to practice honesty when preparing attendance and financial forms and when completing tests, examinations, class assignments and other tasks.

PLACEMENT ASSISTANCE

CVOC maintains active Case Managers and Job Developers who will assist clients in finding and applying for employment. CVOC staff may also assist clients through placement at employer worksites under training agreements, such as On-the-Job Training Contracts. CVOC makes no guarantee of employment or entry level wages. Please note that not all training sponsors allow CVOC to assist you with job search assistance. If you have a training sponsor other than CVOC, check on your sponsor's job placement assistance policy.

RECORDS RETENTION

Enrollees are advised and cautioned that State law requires this educational institution to maintain school and student records for only a five (5) year period.

DROPOUT AND LEAVE-OF-ABSENCE POLICY

CVOC will make every effort to assist clients who have a documented need for a leave of absence. Clients will need to obtain prior approval for a leave of absence from their sponsoring agency. In order to request a leave of absence, please provide prior written notification with sponsoring agency approval to your instructor or CVOC Case Manager. Approval of leaves of absence shall be at the sole discretion of CVOC.

You have the right to withdraw from a course of instruction at any time. CVOC encourages you to discuss any problems that may be affecting your continued participation with your CVOC Case Manager and/or your sponsoring agency representative. Refunds to sponsoring agencies for unused training hours will be made per the conditions contained in the Enrollment Agreement.

PARTICIPANT BENEFITS

You are covered by CVOC's and/or sponsoring agency's liability and accident insurance coverage. Should you be injured while in training, your medical treatment will be covered up to the limits and with the conditions imposed by these policies. You may be expected to pay for items such as medical prescriptions, with reimbursement possible depending on policy coverage limitations. No Worker's Compensation benefits are provided under this training program. Should you be injured while in training, at a job site or at a CVOC-sponsored activity, you must immediately report the injury/illness to a CVOC Representative. Failure to report injuries or accidents could result in loss of any potential insurance coverage.

You will be provided, at no cost to you, with all necessary tools, supplies, safety equipment and books required to participate in this program. It is not expected or encouraged that participants bring personal tools or supplies. CVOC does not accept responsibility for lost, stolen or damaged personal items.

STUDENT FEES

This institution does not collect fees from students for providing educational services. CVOC is entirely supported by State, Federal, local and private employment and training funds. This school does not offer financial aid or student loan programs, government or otherwise, to provide grants to pay for portions of tuitions or training fees.

PAYMENT PLANS

Sponsoring agencies who pay tuition plus books/tools should ensure that payment is made prior to the first regular class day. Sponsoring agencies may request alternative payment plans with installments made at pre-set times. In general, CVOC does not accept payment plans on a cost reimbursement method for training services.

Grants and contracts will be billed according to the provisions of payment contained in these documents.

REFUND POLICY

CVOC's refund policy is fully detailed in the student Enrollment Agreement.

CVOC has a policy of refunding the unused portion of a student's tuition in the event the student withdraws or is discontinued from training at any time prior to the completion of 60% of the course. Students completing 60% or more of a course will be charged the full tuition amount. The registration fee of \$75.00 is non-refundable. The refund shall be the amount you (your sponsoring agency) paid for instruction multiplied by the percent of pre-paid hours not completed (i.e., hours not completed divided by the total number of hours). If CVOC provided equipment, as specified in the Enrollment Agreement as a separate charge, is returned in good condition within 30 days following the date of withdrawal, CVOC shall refund the charge for the equipment.

TUITION COSTS

GEN. BUSINESS OCC.

Registration Fee	\$75
Tuition	\$4,495
Tools, books, cloth.	\$495
TOTAL	\$5,065

GENERAL COOKING

Registration Fee	\$75
Tuition	\$3,900
Tools, books, cloth. TB Test	\$101*
TOTAL	\$4,076

PRODUCTION
WELDING

Registration Fee	\$75
Tuition	\$4,658
Tools, books, cloth.	\$204
TOTAL	\$4,937

CASHIER RETAIL SALES

Registration Fee	\$75
Tuition	\$3,360
Tools, books, cloth.	\$136
TOTAL	\$3,571

TRUCK DRIVER

Registration Fee	\$75
Tuition	\$3,500
Tools, books, cloth.	\$220
TOTAL	\$3,795

FORK LIFT OPERATOR

Registration Fee	\$75
Tuition	\$250
Tools, books, cloth.	\$5
TOTAL	\$330

*Cooking Course tuition includes initial testing for TB. Costs for additional testing are not covered by this tuition and are not the responsibility of CVOC.

**All costs are subject to change.

*** Prices do not include ESL or GED tutorial materials or testing fees.

Copy for client file:

I HAVE RECEIVED A CENTRAL VALLEY OPPORTUNITY CENTER SCHOOL CATALOG.

NAME (PRINT)

SIGNATURE

DATE

MAIN CAMPUS
6838 Bridget Ct.
Winton, CA 95388
(209) 357-0062

MERCED SATELITTE
1735 Ashby Road
Merced, CA 95348
(209) 383-7975

MADERA SATELLITE
455 S. Pine, Suite1
Madera, CA 93637
(559) 662-0100

MODESTO SATELLITE
1581 Cummins Dr. Ste 101
Modesto, CA 95354
(209) 577-3210