

TO THE PROSPECTIVE STUDENT

I would like to take this opportunity to welcome you to Consulting Advantage, Inc., d/b/a Truck Driving Academy. We are proud to offer occupational training programs that provide accessibility to one of the nation's fastest growing industries, transportation. We are confident that our graduates will find a plentiful job market throughout the distant future in any aspect of the industry they desire to work in.

The transportation industry plays a vital role in our nation's very survival. Through the toughest economic times the transportation industry has made continuous growth. America needs quality, professional drivers to provide that necessary link between supply and demand.

At Consulting Advantage, Inc., d/b/a Truck Driving Academy, we are dedicated to providing excellence in education with an emphasis on safety for students seeking a career in Commercial Driving. Our institution maintains modern facilities, excellent equipment, the latest instruction materials and instructors with years of experience.

Please accept my invitation to visit our facility, talk with our staff and meet our instructors. It is our sincere hope that you will become a part of the Consulting Advantage, Inc., d/b/a Truck Driving Academy family.

Manuel Sequeira
Vice President

APPROVAL DISCLOSURE STATEMENT

The Consulting Advantage, Inc., d/b/a Truck Driving Academy , 3100 Fite Circle, Suite 105, Sacramento, CA 95827 has institutional approval from the Bureau for Private Postsecondary Education pursuant to California Educational Code Section 94311. The Bureau's approval means that the institution and its operation comply with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Consulting Advantage, Inc., d/b/a Truck Driving Academy currently has approved the following programs:

Truck Driver Training - 320 clock hours
OTR Truck Driver - 160 clock hours
Truck Driver Refresher - 40 clock hours
Bus Driver Training - 40 clock hours

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.

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.

STUDENT TUITION RECOVERY FUND - State of California

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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 program 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.

6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

HISTORY

Prior to 1985, the area of North-Central California possessed minimal instruction and training for individuals hopeful for a career in the commercial transportation industry. Responding to this need led the owners of Consulting Advantage, Inc., d/b/a Truck Driving Academy to open on January 1, 1985 in Sacramento, CA. Both Charles J. Grant and Manuel Sequeira, founders and officers of this institution, have extensive backgrounds in transportation related industries.

The main campus was originally housed at 5711 Florin Perkins Road, Sacramento, CA in a suite that consisted of 3 small rooms. Today, Consulting Advantage, Inc., d/b/a Truck Driving Academy has grown to become a well established vocational educational institution.

Although we have grown significantly over the past 27 years, our philosophy continues to remain the same; to provide quality, personal training to individuals seeking a career in the transportation industry.

PHILOSOPHY AND COMMITMENT

Consulting Advantage, Inc., d/b/a Truck Driving Academy is committed to providing its students with the highest quality of education through a curriculum designed to prepare students for entry-level employment in their chosen career field. Through hands-on experience students will have the opportunity to perfect their practical skills enabling them to advance quickly within their chosen occupation in the transportation industry.

FACILITY AND EQUIPMENT

This institution, the facilities it occupies and equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. Classroom facilities and administrative offices do not have any obstructions that would hinder entry or exit by the handicapped.

Facilities of Consulting Advantage, Inc., d/b/a Truck Driving Academy are well planned and designed for student comfort. All classroom and office areas are well lit, ventilated and adhere to the stringent regulatory requirements of the State of California. Students are afforded the opportunity of utilizing classrooms, library (placed in the classrooms), student lounge and ample parking area. Classroom

space is equipped with audio-visual supplies, including television, DVD Player, Computer and VCR. Consulting Advantage, Inc., d/b/a Truck Driving Academy also maintains a safe fleet of equipment for its training purposes. Training equipment includes:

- (5) 1999 Freightliner Conventional tractors with 10 speed transmissions
- (1) 2001 Freightliner Conventional tractor with 13 speed transmission
- (2) 2005 International Conventional tractors with 10 speed transmissions

BUSINESS HOURS

Office hours: Monday - Friday 8:00 a.m. to 4:30 p.m.
 Instruction hours: Monday - Friday 7:00 a.m. to 9:00 p.m.

HOLIDAY SCHEDULE

Classes are not scheduled on the dates listed below for holidays and school vacation. Important scheduling information (operating hours, holidays, vacations, class schedules and revisions of them) will be announced to students in advance.

05-28-12	Memorial Day	11-22-12	Thanksgiving Day
05-27-13		11-28-13	
07-04-12	Independence Day	12-25-12	Christmas Day
07-04-13		12-25-13	
09-03-12	Labor Day	01-01-12	New Years Day
09-02-13		01-01-13	

STAFF AND FACULTY

OWNERSHIP

Manuel Sequeira – Vice President
 Charles J. Grant – Vice President

ADMINISTRATION & STAFF

Cathy Greene – Director of Operations
 Henry Escolar – Director of Recruiting
 Mollie Fuller – Administrative Assistant
 Dora Aguirre – Administrative Assistant
 Lori Blackburn – Administrative Assistant

FACULTY NAME - YEARS OF EXPERIENCE

<u>Instructor Name</u>	<u># Years</u>	<u>Instructor Name</u>	<u># Years</u>
Charley Greene	37	Ted Burford	15
Ronda Adams	16	Eric Webb	16
William Schwolow	09	Michael Anson	08
Eric Moore	09	Alvin Anderson	06

All faculty members employed with Consulting Advantage, Inc., d/b/a Truck Driving Academy meet or exceed the minimum requirements set forth by the Bureau for Private Postsecondary and Vocational Education. In addition to those requirements, Consulting Advantage, Inc., d/b/a Truck Driving Academy requires all instructors to:

- 1) Be 21 years of age or older.
- 2) Possess a minimum of three years of successful, verifiable experience in the commercial transportation industry.
- 3) Possess a high school diploma or equivalent.

CALENDAR 2012-2013 For all programs classes begin Monday of each week. In the event Monday is a holiday, the class will begin the following Tuesday. *See list of scheduled holidays on page 04.

PROGRAM INFORMATION

CLASS SIZE

Class sizes will vary for all programs offered. Maximum student to classroom instructor is 15 to 1. Behind the wheel ratio is scheduled at 4 students to 1 instructor per bus or tractor. Instruction ratios may vary slightly according to class enrollment, program presentation, guest speakers, or other uncontrollable events.

**COURSE DESCRIPTION
TRUCK DRIVER TRAINING**

VOCATIONAL OBJECTIVE: To train individuals with no prior experience or training for entry level employment as a truck driver or owner/operator of a tractor-trailer. Students who complete this course will possess the requisite skills necessary for a successful career in the trucking industry.

Schedule: Class Session Monday - Friday 7:00 am - 3:30 pm
Eight (8) weeks in length. Total 320 hrs.

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Textbooks & Materials: During classroom theory weeks 1 through 4 students will utilize the following textbooks: Textbooks are not required weeks 5 through 8, behind the wheel training. The textbooks are provided to the student at no charge.

BUMPER TO BUMPER-Complete Guide to Tractor-Trailer Operations
Mike Byrnes and Associates, Inc.
Corpus Christi, TX - Copyright 1997 Third Edition
TRUCKING TRACTOR-TRAILER DRIVER HANDBOOK/WORKBOOK
Professional Truck Driver Training Institute of America
Career Publishing Incorporated - Orange, CA - Copyright 1998
FEDERAL MOTOR CARRIER SAFETY REGULATIONS POCKETBOOK
U. S. Department of Transportation Federal Highway Administration
J.J. Keller & Associates, Inc. - Neenah, Wisconsin - Copyright 2010

CALIFORNIA COMMERCIAL DRIVER HANDBOOK

State of California, Department of Motor Vehicles

Sacramento, CA - Copyright 2012

CALIFORNIA DRIVER HANDBOOK

State of California, Department of Motor Vehicles, Sacramento, CA - Copyright 2012

TRUCK	DRIVER	TRAINING	CURRICULUM	OUTLINE
Unit	Hrs	Description		Method
1.	20	<u>Basic Operation</u> Comprehension of basic concepts shifting, backing, coupling. Name and identify vehicle control systems. Illustrate the use of vehicle inspections and reports.		Lecture/Lab
2.	20	<u>Safe Operating Practices</u> Acknowledge the importance of mirror usage and visual search. Communications with vehicle signals and defensive driving techniques in relation to speed and space management.		Lecture
3.	12	<u>Advanced Operating Practices</u> Differences in night driving. Procedures for emergency maneuvers, skid control and recovery. Techniques to use during extreme driving conditions. Identify and perceptions of hazards.		Lecture
4.	12	<u>Vehicle Systems & Malfunctions</u> Perform simple emergency repairs. Knowledge of various systems, including air brake system. Recognize components that are and are not functioning properly.		Lecture/Lab
5.	27	<u>Non Vehicle Activities</u> Identify terms of cargo documentation. Demonstrate knowledge of hours of service regulations. Understand proper accident procedures. Knowledge of hazardous materials regulation. Knowledge of personal health and safety and life skills. Understand good public relation practices. Job retention and job search workshop.		Lecture/Lab
6.	53	<u>State and Federal Laws</u> Identify state vehicle code laws. Identify federal motor carrier safety regulations. Knowledge of testing procedure for commercial drivers.		Lecture
7.	67	<u>Basic Driving Maneuvers</u> Inspect vehicle and document. Couple and uncouple tractor-trailer. Demonstrate basic double clutching. Demonstrate proficient shifting. Demonstrate proficient turns. Demonstrate backing techniques and skills including; alley docking, straight line backing, & parallel parking.		Hands-On
8.	20	<u>Safe Operating Practice</u> Demonstrate use of mirrors and signals for visual search and communication. Demonstrate speed control and space management.		Hands-On
9.	89	<u>Advanced Operating Practices</u> Demonstrate all competencies during night time hours. Demonstrate calling out hazards. Demonstrate differences under extreme driving conditions. Demonstrate control of vehicle while driving in: traffic, freeway, hill driving, and city/downtown.		Hands-On

COURSE DESCRIPTION
OTR DRIVER TRAINING

VOCATIONAL OBJECTIVE: To train adults in the safe operation of tractor-trailer combinations and prepare them for the driver finishing programs offered by over-the-road trucking companies as on the job training. Upon completion of the 160 hours, graduates will have the requisite skills to obtain employment in the trucking industry with companies that deliver throughout the United States and Canada as a Heavy Truck Driver.

CLASS SCHEDULES: Classes will begin every week and class sessions will be Wednesday through Saturday, 7:00 am to 5:30 pm for one (1) week and Monday through Friday for three (3) weeks to complete the 4 week program..

OTR DRIVER CURRICULUM OUTLINE

Unit	Description	Hours	Method
1.	<u>General Knowledge</u> *Comprehension of safety concepts. *Knowledge of State and Federal Laws. *Knowledge of air brake system and warning devices. *Comprehension of basic braking techniques. *Life on the Road -Personal Health & Budgets	40 hrs.	Lecture
2.	<u>Pre-Trip Inspection</u> *Knowledge of vehicle inspections and reports. *Name and identify vehicle control systems.	8.5 hrs.	Lab
3.	<u>Operating Practices</u> *Comprehension and practice of shifting, backing tractor-trailer and parking maneuvers. *Demonstrate basic to proficient shifting techniques, turns and cornering. *Demonstrate use of communication devices. *Practice and demonstrate speed control, space management, and visual search techniques. *Demonstrate all competencies while driving in traffic, freeway, hill driving and city driving.	111.5 hrs.	Hands-on

COURSE DESCRIPTION
TRUCK DRIVER REFRESHER

VOCATIONAL OBJECTIVE: To train previously experienced and/or commercially licensed individuals for 40 hours behind the wheel training who have not driven

commercially in the past year or 90 days for recent school graduates. This course gives the graduate the necessary skills refresher to be eligible for many trucking jobs.

COURSE DESCRIPTION BUS DRIVER TRAINING

VOCATIONAL OBJECTIVE: To train adults in the safe efficient operation of a 20 passenger Bus. Upon completion of the program, graduates will have the requisite skills necessary to obtain entry level employment as a Bus Driver or Motor Coach Operator and vie for jobs with school districts, city or county public transportation, or private motor coach companies.

CLASS SCHEDULES: Classes will begin every weeks and class sessions will be Monday through Friday, 7:00 am to 3:30 pm for one (1) week.

BUS DRIVER CURRICULUM OUTLINE

Unit	Description	Hours	Method
1.	<u>Pre-Trip Inspection</u> *Knowledge of bus inspections and reports. *Name and identify vehicle control systems.	5 hrs.	Lab
2.	<u>Safe Operating Practices</u> *Comprehension of basic concepts of shifting, backing bus and parking maneuvers. *Demonstrate use of communication devices. *Practice and demonstrate speed control, space management, and visual search techniques. *Demonstrate all competencies while driving in traffic, freeway, hill driving and city driving.	35 hrs.	Hands-on

GRADUATION REQUIREMENTS

The graduation requirements are the same for all programs offered at Consulting Advantage, Inc., d/b/a Truck Driving Academy.

1. Students must successfully complete all required hours or 80%.
2. Students must maintain satisfactory attendance throughout the course.
3. Students must maintain satisfactory academic progress with a grade of 70% or better.

Students will receive their Consulting Advantage, Inc., d/b/a Truck Driving Academy Certificate of Completion immediately after all graduation requirements have been

satisfied.

ENROLLMENT

ADMISSION PROCEDURES

Interested individuals are required to complete an Application for Training form. The Admissions Representative will interview the applicant, explaining the training programs, career opportunities in bus and/or truck driving and the admission requirements to determine if the applicant would qualify.

Qualified applicants determine the program best suited for their needs, are then required to complete all necessary forms, take the entrance exam (if required), and make the arrangements for payment through our Administration Office.

Each applicant file is reviewed by the School Review Board which makes recommendations to the School Director. The School Director makes the final decision for acceptance. Applicants are notified promptly after this review. Any applicant rejected for training will receive 100% of all money paid within 3 days of signing their enrollment agreement.

PROGRAM QUALIFICATIONS

Instruction is in residence with facility occupant level accommodating 15 students per classroom at any one time. Prospective enrollees 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 enrollment agreements.

Applicants applying for admission to the all of the Consulting Advantage, Inc., d/b/a Truck Driving Academy programs must meet the following criteria:

1. Applicants must provide a copy of their motor vehicle driving record which will be assessed by the School Review Board.
2. Applicants must attain a passing score on the Consulting Advantage, Inc., d/b/a Truck Driving Academy Entrance exam or provide a copy of High School Diploma or equivalent.
3. Applicants must be eighteen (18) years of age to enroll in the Truck Driver Training programs. Applicants enrolling in Bus Driver or OTR Driver programs must be twenty-one (21) years of age prior to the projected graduation date.
4. Students enrolling in Bus Driver Training program must have a valid Commercial Class B permit and medical card and students enrolling in OTR Driver must have a valid Class A permit and medical card prior to first day of behind the wheel training.
5. Students enrolling in the 40 hour Driver Refresher program must have a valid license or permit.
6. Applicants must be pass the D.O.T. drug test prior to any behind the wheel training.

TUITION & FEES

Truck Driver Training - The tuition for the 320 clock hour program is \$5,999.00 and includes the following: a \$75.00 registration fee, a physical exam, a D.O.T. required drug test fee and all licensing fees which vary in cost. Additionally, student will be charged \$15.00 in Non-Refundable STRF Fees as describe on page 2.

OTR Truck Driver - The tuition for the 160 clock hour program is \$4,995.00 and includes the following: a \$75.00 registration fee. A \$66.00 DMV, \$75.00 Physical exam and \$75.00 drug test fees are separate. Additionally, student will be charged \$12.50 in Non-Refundable STRF Fees as describe on page 2.

Truck Driver Refresher Training - The tuition for the 40 clock hour program is \$1,000.00 and includes a \$75.00 registration fee. A \$75.00 drug test fee is a separate non-refundable fee. Additionally, student will be charged \$2.50 in Non-Refundable STRF Fees as describe on page 2.

Bus Driver Training - The tuition for the 40 clock hour program is \$2,850.00 and includes the following: a \$75.00 registration fee. A \$66.00 DMV, \$55.00 Physical exam and \$50.00 drug test fees are separate. Additionally, student will be charged \$7.50 in Non-Refundable STRF Fees as describe on page 2.

CANCELLATION

You may cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made will be returned to you within 30 days following the school's receipt of your cancellation notice. To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice or other written notice or send a telegram to:

**CONSULTING ADVANTAGE, INC.,
D/B/A TRUCK DRIVING ACADEMY**
3100 Fite Circle, Suite 105
Sacramento, CA 95827

REFUND POLICY

Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have the right to withdraw from school at any time and receive a refund for the part of the course not taken, based on your last day of actual attendance. The refund will be calculated in the following manner and, if applicable, sent to you within 30 days. Consulting Advantage, Inc., d/b/a Truck Driving Academy does not charge for equipment. The policy is also outlined on the enrollment agreement.

The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction. The hourly charge is; the tuition of \$4995.00 minus \$75.00 registration fee divided by

the total number of hours in the program. The registration fee is then added back for the total charge. The refund would be any excess of the amount paid by the student minus the amount charged for hours of attendance. Example: Student attends classes for three weeks and has 120 hours of attendance. The student paid \$2000.00 in cash and the refund would be calculated as follows:

Step 1		Step 2	
Tuition:	4995.00	Tuition	4920.00
Registration Fee -	75.00	Total Hours	-- 160
Total :	= 4920.00	Hourly Charge	= 30.75
Step 3			
Hourly Charge	30.75	Amount Student Paid	3,500.00
Hours of Attendance x	88	Total Charge	- 2,781.00
Charge for Hours =	2,706.00	Refund Due Student	= 719.00
Registration Fee +	75.00		
Total Charge =	2,781.00		

Please note: If a student's tuition and fees are paid by a third-party organization, such as Workforce Investment Area voucher or a federal, state or private vocational rehabilitation program and the student is not obligated to re-pay the third-party organization, a refund is not due or payable to the student. In the event of a school closure, a full consideration shall be refunded.

Note: The maximum registration fee allowable for Veterans attending a non-accredited institution is \$10.00. The refund for eligible veterans would be adjusted accordingly.

ACADEMIC INFORMATION

CREDIT EVALUATION POLICY

Students with previous training in the course pursued will be evaluated upon enrollment. Evaluation will be based upon any and all of the following methods:

- written examination
- oral examination
- drive test
- transcript verification of credit earned at another institution.

Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately.

GRADING PROCEDURES

Truck Driver Training - OTR Training

- A. Satisfactory progress is a judgment based upon the quality of performance and on objective skills which can be measured. Truck driving requires the attainment of specific theoretical and practical knowledge of law, equipment handling, driving techniques and other matter. Testing and examinations are

given to ensure that students have met with the minimum or exceeded the requirements of both the regulatory process and our own institution. The specific grade ratings utilized for the Truck Driver Training program are as follows:

- B. Students must maintain a minimum grade point average of 1.5 or 65% at the end of the first 25% of the program, a 2.0 grade point average or 70% at midpoint and achieve a 2.0 grade point average or 70% upon graduation

GRADE	POINTS	LEVEL
A	4	90-100%
B	3	80-89%
C	2	70-79%
D	1	60-69%
F	0	Below 60%
INC	0	Incomplete

Bus Driver Training

- A. Vehicle Operation requires the attainment of specific skills, including defensive driving techniques, backing and parking procedures, and safety inspections. Testing is given to ensure that students have met with the minimum requirements to successfully pass the state exam given by the Department of Motor Vehicles for the Class B commercial driver's license. Consulting Advantage, Inc., d/b/a Truck Driving Academy grading procedure is set-up on a point system. Points are awarded to students for participation and achievement on each of 2 tests given by the instructor, as follows:

Pre-Trip Inspection Exam	40 points possible
Road Test	40 points possible
Participation	20 points possible**
	_____ (**.5 point for each hour in attendance.)
Total Points Possible	100

Truck Driver Refresher

- A. The Refresher program is a pass or fail class. Students pass when criteria for final evaluation is met.

SATISFACTORY PROGRESS

- A. Conditions for interruption for unsatisfactory progress: Any student not maintaining the minimum grade point averages will be placed on probation for a one week period. If the grade level does not improve during the next one week period, the student will be interrupted. A grade point of 'O' or 'F' indicates the class must be repeated. A grade of 'inc.' indicates that additional course work needs to be repeated. If a student withdraws early from school, an incomplete is assigned for the course. Consulting Advantage, Inc., d/b/a Truck Driving Academy's programs are to be completed within one

- and one half times the approximate length listed in the training section of the catalog.
- B. Student behavior that is uncharacteristic, unbecoming and certainly volatile of normal conduct can result in termination from the program. If the school administration determines a student to be **UNSAFE** in the operation of a vehicle, the student will be suspended for a period designated by the school director. **UNSAFE** is defined as: the inability to control, maneuver or stop the equipment he or she is operating to the extent that such ineptitude would place the student, other students, instructors or the general public at risk.
 - C. Re-enrollment or re-entrance will be approved only after evidence is shown to the Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

STANDARDS OF PERFORMANCE

Students are measured in terms of their level of performance of tasks, tests and examinations.

1. Failure to maintain satisfactory attendance will result in specific advising and recommendations by instructors.
2. Failure to perform work assignments will result in a negative grade.
3. Students who do not maintain the minimum grade point averages are placed on probation.
4. Students behaviors that is uncharacteristic, unbecoming and certainly volatile of normal conduct can result in termination from the program.
5. Failure to pass the DOT drug test will result in interruption from class. Students may return to class after certain conditions set up by DOT regulations are met. Students must coordinate with School Director.
6. All problems or difficulties that a student encounters, whether in a behavioral or academic sense, should first be presented to the instructor in charge. Students should realize that the school encourages open communication and has the desire to resolve all problems.

STUDENT CONDUCT

Student conduct will be evaluated on a daily basis with emphasis directed in the following areas: safety conscientiousness, diligence and positive learning habits. Activities such as boisterousness, obscenity and horseplay that interfere with the progress of other students will not be tolerated.

No abusive substances to include: alcohol, drugs etc. are allowed on school property. Students are forbidden to be under the influence of drugs or alcohol while attending school activities. Violation of these policies shall subject a student to termination. Students are encouraged to discuss personal and/or school problems with the instructor in charge or the school director. Every attempt will be made to assist the student in resolving such problems to enable the student to continue the training without interruption.

ATTENDANCE

Students are expected to attend all classes as scheduled. In the event of a planned

absence, the instructor and the administrative office must be notified in advance. Student's are asked to call in when they are absent, and treat training as if they were on the job. A student attending the eight week program with (6) absences, four week program with three (3) absences, or a one week program with (1) absence will be considered to have unsatisfactory attendance and will be placed on probation. Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the office in writing is subject to termination.

TARDINESS

Students reporting for training after their designated class period will be considered tardy. Six (6) instances of tardiness to class if enrolled in Truck Driver Training is considered unsatisfactory conduct and the student will be placed on probation. Three (3) instances of tardiness to class for all other programs will be considered unsatisfactory conduct and a probation period would be deemed necessary.

LEAVING EARLY

Students are expected to remain for the entire session. Six (6) instances of early departure from class if enrolled in Truck Driver Training is considered unsatisfactory conduct and the student will be placed on probation. Three (3) instances of early departure from class for all other programs will be considered unsatisfactory conduct and a probation period would be deemed necessary.

PROBATION

When an evaluation warrants probation, advising takes place and a report outlining the terms of probation is placed in the student's file. The length of the probation period is typically a one week period. During this time, if the student has made satisfactory progress, the probationary status will be dropped. If a student fails to make satisfactory progress during the probationary period, he or she will be terminated from the program.

MAKE UP WORK

It is the students' responsibility to attend any scheduled make-up days due to equipment failure. The school is not responsible to make-up time due to student absence. Make-up days for behind-the-wheel training time will be announced when scheduled.

LEAVE OF ABSENCE

A student may request a leave of absence from school for a period not to exceed 60 days. A leave of absence may be granted at the discretion of the Director. If a student does not return following the leave of absence period, a refund (if applicable) will be made within thirty (30) calendar days from the end of the leave of absence. Time taken during an authorized leave of absence is not considered part of the maximum time frame.

STUDENT FINANCING

At Consulting Advantage, Inc., d/b/a Truck Driving Academy Private Financial programs are available for qualified applicants. A student interested in these programs may inquire through the schools administration office.

Be advise that if a student obtains a loan to pay for an educational 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 moneys not paid from federal student financial aid program funds.

Consulting Advantage, Inc., d/b/a Truck Driving Academy does not currently participate federal and state educational financial aid programs

Students who qualify may also be eligible for financial assistance through programs such as: the Department of Vocational Rehabilitation, Bureau of Indian Affairs, W.I.A., Employment Training Panel, and the Cal Works program. The Financial Aid officers at Consulting Advantage, Inc., d/b/a Truck Driving Academy will have information on the local offices that determine eligibility for these programs.

PLACEMENT ASSISTANCE

Consulting Advantage, Inc., d/b/a Truck Driving Academy makes a sincere effort to help graduates find suitable employment but cannot guarantee placement. We provide employee-employer liaison, job matching and accomplish this by generating job leads through employer calls, internet resources, and EDD resources. We also provide resume review and advising.

ADVISING

Consulting Advantage, Inc., d/b/a Truck Driving Academy provides, in addition to career and job services, personal and academic advising at all levels of the administration. All staff, including the School Director, maintain an open-door policy for all students who need assistance both academically and personally. A referral program is available to any student that feels he or she is in need of personal counseling. Students interested in the referral program should contact the school director.

DRUG ABUSE ADVISING

As everyone is aware, the drug crisis continues to plague our country. As an educational institution, we feel it is our responsibility to provide our students with access to up-to-date information concerning this problem. Students who are interested in receiving information need to contact the administrative office.

POLICYS

NON-DISCRIMINATION POLICY

Consulting Advantage, Inc., d/b/a Truck Driving Academy does not discriminate against a person on the basis of race, color, religion, sex, national origin. This nondiscrimination policy extends to all educational policies, admission policies and other school policies.

SEXUAL HARASSMENT

Sexual harassment is unlawful, violating Title IV of the Civil Rights Act of 1964, as amended, Title IX of the Education Code, and California state law. It is the policy of the Consulting Advantage, Inc., d/b/a Truck Driving Academy to provide a work and academic environment free of unlawful harassment, including sexual harassment and all forms of sexual intimidation and exploitation. All students should be aware that the Academy will not tolerate any conduct that constitutes sexual harassment. Complaints of sexual harassment should be addressed to the campus Title IV coordinator, Charles J. Grant - Director/Vice President at this campus or the main Sacramento campus administrative office. The phone number and address for the main campus in Sacramento is: 3100 Fite Circle, Suite 105, Sacramento, CA 95827 (916) 381-2285. A copy of the school's Sexual harassment Policy is disbursed during student orientation. Additional copies of the policy are available through the administration office.

RECORDS RETENTION STATEMENT

Enrollees are advised that permanent educational records and necessary financial records are securely maintained and protected against fire, vandalism, and other perils. Consulting Advantage, Inc., d/b/a Truck Driving Academy maintains all permanent educational records for a period of seven years from start of program. Student educational records information including name, dates of attendance and completion status can be given to any inquirer. However, the student may request that this information be withheld. This request must be in writing and sent to the attention of the school director. The Bureau for Private Postsecondary and Education requires that educational facilities maintain it's educational records for a minimum of five years.

STUDENT HOUSING POLICY

Consulting Advantage, Inc d/b/a/ Truck Driving Academy does not maintain dormitory facilities. Additionally; the school does NOT assist students with their housing needs.

STUDENT COMPLAINT PROCEDURE

Any problem or difficulty that a student encounters, whether in a behavioral or academic sense should first be presented to the instructor in charge. Students should realize that the school encourages open communication and every effort will be made to resolve the difficulty at its early stages.

However, if a remedy is not reached to the student's satisfaction the instructor in charge will refer the complaint to the person authorized to resolve complaints, Manuel Sequeira, Vice President or Cathy Greene, Director of Operations. Any student submitting a formal written complaint will receive within ten (10) days a written response which will include the following:

- * A summary of the school's investigation, (and If applicable)
- * The reasons for the rejection of the requested remedies.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

www.bppe.ca.gov

toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at Consulting Advantage, Inc., d/b/a Truck Driving Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in all programs offered by Consulting Advantage, Inc., d/b/a Truck Driving Academy 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 Consulting Advantage, Inc., d/b/a Truck Driving Academy to determine if your certificate will transfer."