

ALLIANCE SCHOOL OF TRUCKING INC.

Catalog

August 15, 2012 – August 15, 2013

9410 Jordan Avenue, Chatsworth, CA91311
818.772.2252
www.allianceschooloftrucking.com

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The information in this catalog is true and correct in content and policy and so certified as true by the Owner/Director, Emmitt Marshall.

Emmitt Marshall
Emmitt Marshall, Owner/Director

November 28, 2011
Date

MISSION & OBJECTIVES

Alliance School of Trucking's goal is to provide job specific training to meet the needs of the residents of our community in San Fernando Valley and to provide safe, conscientious truck driver operators to the motor-carrier and warehouse employers in the community and throughout Southern California. Students' progress is reviewed in a consistent manner to assure full value received for each of our students. The school provides an environment of opportunity and challenge in which students can reach their highest level of achievement, through the use of practical classroom lectures and hands-on experience in a realistic environment.

Alliance School of Trucking is committed to providing quality and affordable educational opportunities for the adult learner. To achieve this, Alliance School of Trucking is committed to the following objectives:

- Provide the Trucking/Transportation Industry with competent, entry level drivers
- Provide student-centered and friendly learning experiences
- Ensure that faculty are responsive and experienced
- Offer personalized, responsive, helpful student support services
- Provide learning experiences that meet the demands of today's employers

STATEMENT OF OWNERSHIP AND CONTROL

Alliance School of Trucking Inc. is a California corporation owned by Emmit Marshall.

HISTORY

Alliance School of Trucking was founded in 2007 by Emmit Marshall. The school was incorporated in California in 2007. The owner has over 25 years of experience in commercial driving and driver education. Alliance School of Trucking trains drivers on a commercial and non-commercial basis. We also retrain professional drivers that are already employed as local delivery drivers and those driving other company vehicles for the CDL examination.

Thank you for choosing Alliance School of Trucking in your effort to improve your lifestyle and that of your family. Our belief is that you have chosen a lifetime career, not just another job field.

STATE OF CALIFORNIA

Alliance School of Trucking is licensed to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Alliance School of Trucking's approval to operate is valid through December 20, 2015. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.

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 catalogue that have not been satisfactorily answered by the school may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA95798 0818
Phone: 888.370.7589 or 916.431.6959
Fax: 916.263.1897
www.bppe.ca.gov

FACILITIES AND EQUIPMENT

All courses are taught at 9410 Jordan Avenue, Chatsworth, CA 91311.

The classrooms and offices are housed in a commercial building. The facilities are comprised of approximately 2,000 square feet containing two classrooms that will accommodate a maximum number of 25 students, a reception area (resource center), and offices. The classroom contains desks and chairs for the students and instructor, a whiteboard, a CD/DVD player, and a television.

The yard facilities are approximately 60,000 square feet used for behind-the-wheel instruction. The over-the-road instruction is provided on the streets and freeways of the Los Angeles County area.

Students will receive behind-the-wheel and over-the-road instruction and practice in commercial tractors and trailers of the type used by the transportation industry. Basic instructional equipment includes a 1998 International tractor and a 2001 28-foot Great Dane trailer.

ADMISSION POLICIES AND PROCEDURES

Prospective students are encouraged to visit the facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuitions and fees.

Admission into any of the school programs requires that all prospective students must be at minimum 18 years of age, and have a high school diploma or General Education Diploma (GED). In addition, prospective students must possess a valid State Issued Class "C" driver's permit/license, and must be able to drive a manual transmission. Prospective students must also be free of alcohol and mind altering drugs.

Admission procedures include meeting with the School Director to review career goals, programs offered, school policies and procedures (school catalog), the school performance fact sheet, graduation requirements, and English language proficiency.

If a prospective student meets the admission requirements and is accepted into a program an enrollment agreement will be executed.

Foreign Students

Alliance School of Trucking does not offer visa services to prospective students from other countries or English language services. Alliance School of Trucking does not offer English as a Second Language instruction. All instruction occurs in English.

NON-DISCRIMINATION POLICY

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind based on the above. For information regarding Non-Discrimination or to resolve complaints contact the School Director.

DRIVER'S LICENSING REQUIREMENTS

Residents of California are required to have a class "A" driver's license to drive a tractor trailer. School graduates must pass a California Department of Motor Vehicles driving examination at a location specified by the department. This examination is based on the federal Commercial Driver's License examination which is accepted by most states. The examination is a state requirement and is not part of the course of study. The programs offered by the school will assist the student in preparing for this examination. At no additional cost to its graduates, the school will set an appointment as soon as possible after graduation and provide a tractor trailer and licensed employee for the purpose of testing. In the event a person fails, the school will set an appointment for re-testing. Appointments for initial testing take priority.

TRANSFER OF CREDIT

Alliance School of Trucking does not accept hours or credit earned at other institutions, through challenge examinations or achievement tests, or experiential learning.

Alliance School of Trucking has not entered into a transfer or articulation agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Alliance School of Trucking is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the hours 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 Alliance School of Trucking to determine if your hours or certificate will transfer.

PROGRAMS

The school's course objective is to provide the Trucking/Transportation Industry with competent, entry level drivers. Graduates are safety conscious, professionally trained and well educated individuals who will be an asset to their employers. They have the knowledge of the latest skills, attitudes and qualifications that will be conducive to a long lasting, profitable and safety oriented employer/employee relationship. Completion of an Alliance program will produce well rounded, skilled, safe and proud drivers with the professional attitude necessary to be successful in their chosen careers as professional drivers. Alliance offers five (5) programs to achieve this objective. The ATS programs provide instruction for up to 25 students per session in classroom theory and one student per instructor for behind-the-wheel subjects. In addition to the listed programs, we offer specialized instruction designed to meet the needs and requirements of individuals and employers.

Commercial Truck Driver– Job Responsibilities According to D.O.T. #292.353,363,463,483,667 C.I.P. #49.0299:

Truck Drivers operate gasoline and diesel powered tractor-trailers which weigh from 6,000 to a maximum limit of 20,000 pounds per axle. The maximum length of the equipment is 75 feet in California. Drivers may work for common carrier companies (hauling consumer goods for the general public), contract carrier companies (transporting goods for a specific group of shippers) or private carrier firms that operate their own trucking fleets. Local drivers work in various industries. They may transport consumer goods, haul material for construction contractors, or deliver farm produce to food processing plants. Drivers may be required to load and unload their own cargo.

PROGRAM DESCRIPTIONS

➤ Commercial I “B” Tractor Safety Course

This program offers 14 hours of one-on-one instruction. The program is designed to assist students in passing the Department of Motor Vehicles Exam in order to obtain a Class “B” License as well as teach the safe operation and maneuvering of a tractor, including parallel parking and alley docking. In addition, students will be taught how to pull a pre-trip inspection, conduct an in-cab inspection, and inspect the air brake system. Students will also practice driving in city slow zones and school zones, over railroad tracks, and on main streets and freeway systems.

➤ Accelerated Class “A” Tractor Trailer and Safety Course

This program offers 20 hours of one-on-one instruction. The program is designed to assist students in passing the Department of Motor Vehicles Exam in order to obtain a Class “A” License as well as teach the safe operation and maneuvering of a tractor trailer, including straight line backing, parallel parking and alley docking. In addition, students will be taught how to pull a pre-trip inspection, conduct an in-cab inspection, inspect the air brake system and perform an air brake test. Students will also practice driving in city slow zones and school zones, over railroad tracks, and on main streets and freeway systems.

➤ Commercial II Class “B” Tractor Safety Course

This program offers 144 hours of one-on-one instruction. The program is designed to assist students in passing the Department of Motor Vehicles Exam in order to obtain a Class “B” License and teach the safe operation and maneuvering of a tractor, including parallel parking and alley docking. In addition, students will be taught how to pull a pre-trip inspection, conduct an in-cab inspection, inspect the air brake system and perform an air brake test. Students will also be given additional driving time to include practice driving in city slow zones and school zones, over railroad tracks, and on main streets and freeway systems.

➤ Advanced I 160-Hour Class “A” Tractor Trailer and Safety Course

This program offers 160 hours of one-on-one instruction. The program is designed to teach students how to comply with the Federal Motor Carrier Safety Regulations and assist them in passing the Department of Motor Vehicles Exam in order to obtain a Class “A” License. Students will learn to maintain a driver’s log, as well as correct keeping and maintenance of a pre-trip inspection log. Students will be taught yard skills and driving techniques, such as straight line and serpentine maneuvers forward and reverse, measured stops and turns, alley docking (90 degree maneuvers),

and parallel parking. In addition, students will be taught how to comply with all aspects of safe driving and vehicle control, including accident control and reporting, and how to pull a pre-trip inspection, conduct an in-cab inspection, inspect the air brake system, and will learn how to pull an air break test. Students will also practice driving in city slow zones and school zones, over railroad tracks, and on main streets and freeway systems.

➤ **Advanced II 240-Hour Class “A” Tractor Trailer and Safety Course**

This program offers 240 hours of one-on-one instruction. The program is designed to teach students how to comply with the Federal Motor Carrier Safety Regulations and assist them in passing the Department of Motor Vehicles Exam to obtain a Class “A” License. Students will learn to maintain a driver’s log and correct keeping and maintenance of a pre-trip inspection log and be taught yard skills and driving techniques, such as straight line and serpentine backing, forward and reverse, measured stops and turns, alley docking (90 degree maneuvers), and parallel parking. In addition, students will be taught how to comply with all aspects of safe driving and vehicle control, including accident control and reporting, trip planning, and map reading. Students will also be taught how to pull a pre-trip inspection, conduct an in-cab inspection, inspect the air brake system, and perform an air brake test. To meet industry demands for added behind-the-wheel time and experience, students will spend extensive time driving in city slow zones and school zones, over railroad tracks, and on main streets and freeway systems.

MODULE DESCRIPTIONS

Classroom Training Module

This module teaches the concepts of commercial driving that are required for the hands-on training in the Yard Skills Training and Over-the-Road Driving Skills Training modules of the program. The student will be taught vehicle familiarization, including aspects of safe operation, accident control and reporting, and the importance of maintaining a daily driver’s log.

Yard Skills Training Module

This module teaches the student how to safely maneuver a tractor trailer, including backing from the sight side (left) or blind side (right); parallel parking and alley docking; approaching a “corner” properly; conducting a pre-trip inspection; and using the mirrors. This module also teaches the importance of having a safe and attentive attitude as a commercial driver.

Over-the-Road Driving Skills Training Module

This module teaches the student how to safely and courteously operate a commercial vehicle in a variety of traffic situations on streets and freeways. This module also teaches the importance of having a safe and attentive attitude as a commercial driver.

PROGRAM OUTLINES

The following provides an overview of subjects within each program to include hours.

Subjects	Subject Hours				
	Commercial I 14-Hour	Accelerated 20-Hour	Commercial II 144-Hour	Advanced I 160-Hour	Advanced II 240-Hour
Theory Orientation	1	1	1	1	1
OSHA/CAL-OSHA Rules & Regulations	0	0	8	8	8
Yard Skills	2	6	40	40	80
Pre-Trip Inspection	2	2	8	10	10
In Cab Inspection	2	2	2	4	4
Air Brakes	1	2	2	2	2
Trip Planning, Log Book, Accident Reporting, and Map Reading	0	0	24	24	24
Drive	4	5	57	69	109
Review	2	2	2	2	2
TOTAL PROGRAM HOURS	14	20	144	160	240

ACADEMIC POLICIES

CLOCK HOURS

Clock hours reflect the total number of hours spent in the classroom. One clock hour is equal to 50 minutes of instruction in a 60-minute period.

STANDARDS OF SATISFACTORY PROGRESS

All students are required to maintain satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 150% of the stated course length.

If a student's grade point average is unsatisfactory (below 70 percent), the student will be put on probation for the two subjects. If, during the next two subjects the student's grade point average is still unsatisfactory, the student will be withdrawn.

RE-ENROLLMENT

Re-enrollment will be approved only after evidence is shown to the school director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

EVALUATION METHODS

All grades are calculated in points evaluating the student's knowledge and skills for each item on the written and hands-on parts of the licensing exam for commercial drivers, as administered by the Department of Motor Vehicles for the State of California. The final program grade is calculated according to the following criteria and percentages:

Subjects	Percent of Total Grade				
	Commercial I 14-Hour	Accelerated 20-Hour	Commercial II 144-Hour	Advanced I 160-Hour	Advanced II 240-Hour
Theory Orientation	0%	0%	0%	0%	0%
OSHA/CAL-OSHA Rules & Regulations	Not applicable.	Not applicable.	10%	10%	10%
Yard Skills	30%	30%	30%	30%	30%
Pre-Trip Inspection	20%	20%	10%	10%	10%
In Cab Inspection	20%	20%	10%	10%	10%
Trip Planning, Log Book, Accident Reporting, and Map Reading	Not applicable.	Not applicable.	10%	10%	10%
Drive	30%	30%	30%	30%	30%
Review	0%	0%	0%	0%	0%

PROGRAM GRADING SCALE

A = 90-100
 B = 80-89
 C = 70-79
 D = 60-69
 F = (FAIL) BELOW 60

ATTENDANCE POLICY

Absences will be considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.

Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without a legitimate reason on two occasions in one class will be considered as one unexcused absence.

Due to the length and comprehensive nature of the commercial driver training, students with one **unexcused absence** in any class will receive written notification of probation. Any unexcused absences during the remainder of the course will be cause for interruption of the student's training program.

Class cuts will be considered **unexcused** absence.

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of classroom attendance. Make-up work must be arranged by the student with the individual instructor or the school director.

A written request for an emergency **leave of absence** will be considered and such leave may be granted to students at the discretion of the school director.

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded.

WITHDRAWAL

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 terminates 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 obligations to the School.
- The student has failed to attend class for 3 days.

STUDENT CONDUCT POLICY

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.
3. Operating equipment in such a manner that life or property is endangered.
4. Gambling on school property.
5. Insubordination and/or intolerable conduct.
6. Willful abuse of school equipment or property.
7. Excessive absenteeism.
8. Failure to make payments on dates due.

GRADUATION REQUIREMENTS

Minimum standards for successful completion require that a student maintain a 70 percent (C average) or higher cumulative grade average in all areas of training. Additional help is provided to slower learners in individual situations.

The candidate for graduation must:

1. Have successfully completed all specified requirements for the certificate.
2. Have earned a cumulative grade average of at least 70% in each area of training.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

STUDENT SERVICES

HOUSING

Alliance School of Trucking does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Chatsworth, CA rental properties start at approximately \$675 per month.

LIBRARY

Alliance School of Trucking maintains a resource center in the reception area of the facility. Resources available to students include industry-related magazines, newspapers, brochures, and job postings. The resource center check-in/check-out system is based on the honor system. Students

may borrow resources at anytime; we only ask that resources are returned in a timely manner (within one day) and in the same condition as they were when checked out.

In addition to the resources maintained onsite, Alliance School of Trucking also has a variety of resources posted on its website. These resources include information on associations, trucking jobs, DMV information, trucking magazines, and truck safety information.

EMPLOYMENT ASSISTANCE

Alliance School of Trucking does not provide a full job placement service. The school does, however, maintain contact with local and over the road carriers regarding their driver needs. This information is made available to our students and graduates. Alliance cannot and does not guarantee employment or salary.

GRIEVANCE PROCEDURE

If there are any complaints about the school or any of its staff that cannot be resolved by the instructor, we encourage the student to bring the matter to the attention of the School Director, who is responsible for the resolution of complaints. If the matter is still unresolved, the next step is to explain the problem in writing to the school's President. A written or oral complaint will be responded to within 15 days. Finally, the matter can be referred to the school's regulatory agency.

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.

ADMINISTRATIVE POLICIES

STUDENT RECORDS/RIGHT OF PRIVACY

The federal right of privacy act enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

RECORDS RETENTION

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

2011 & 2012 HOLIDAYS

May 30, 2011, Memorial Day
July 4, 2011, Independence Day
September 5, 2011, Labor Day
November 24-25, 2011, Thanksgiving and Day After
December 26, 2011, Day After Christmas

January 2, 2012 Day After New Year's Day
May 28, 2012, Memorial Day
July 4, 2012, Independence Day
September 3, 2012, Labor Day

November 22-23, 2012, Thanksgiving Day and Day After
December 25, 2012, Christmas Day

HOURS OF OPERATION

Monday through Friday: 8:00 am to 6:00 pm

PROGRAM SCHEDULE

Programs start each Monday and are determined based on student interest.

Commercial I Class "B" Tractor Safety Course – 7 days

Monday - Friday: 8:00 am to 10:00 am

Accelerated Class "A" Tractor Trailer and Safety Course– 10 days

Monday - Friday: 8:00 am to 10:00 am

Commercial II Class "B" Tractor Safety Course – 24 Days / 8 Weeks

Monday - Wednesday: 8:00 am to 2:30 pm

Advanced I 160-Hour Class "A" Tractor Trailer and Safety Course– 20 Days / 4 Weeks

Monday - Friday: 8:00 am to 5:00 pm

Advanced II 240-Hour Class "A" Tractor Trailer and Safety Course – 30 Days / 6 Weeks

Monday - Friday: 8:00 am to 5:00 pm

CANCELLATION, WITHDRAWAL, 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 days 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: Alliance School of Trucking, 9410 Jordan Avenue, Chatsworth, CA 91311. 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.
6. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not limited to, a student's lack of attendance.

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 days 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 not 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 terminates 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 obligations to the School.
- The student has failed to attend class for 3 days.

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 days in the program), multiplied by the number of days scheduled to attend, prior to 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.

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, third party or, 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 moneys not paid from federal student financial aid program funds.

TUITION AND FEES

All tuition and fees are payable prior to commencement of classes unless other arrangements are made. For students who may require assistance with paying for the course, agency assistance or tuition loans from private companies may be available to those who qualify. You are responsible for tuition and fees. The school does not participate in federal or state financial aid programs. If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Program	Registration Fee Non-Refundable**	Student Tuition Recovery Fund Non-Refundable	Tuition	*Total Cost
Commercial I – Class “B” Tractor Safety Course	\$75.00	\$2.50	\$995.00	\$1,072.50
Accelerated Class “A” Tractor Trailer and Safety Course	\$75.00	\$5.00	\$1,800.00	\$1,880.00
Commercial II Class “B” Tractor Safety Course	\$75.00	\$15.00	\$5,295.00	\$5,385.00
Advanced I 160-Hour	\$75.00	\$10.00	\$4,995.00	\$5,080.00

Program	Registration Fee Non-Refundable**	Student Tuition Recovery Fund Non-Refundable	Tuition	*Total Cost
Class "A" Tractor Trailer and Safety Course				
Advanced II 240-Hour Class "A" Tractor Trailer and Safety Course	\$75.00	\$15.00	\$5,495.00	\$5,585.00

*Charges for the period of attendance and the entire program. Books and materials are included.

**The maximum non-refundable fee registration fee for veterans or eligible persons is \$10.00.

ADDITIONAL COSTS

In addition to tuition and fees, students are responsible for the cost of housing, meals, and transportation to and from school.

STUDENT TUITION RECOVERY FUND

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, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, 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 State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, 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 program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this 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. There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

MANAGEMENT, STAFF, AND FACULTY

MANAGEMENT AND STAFF

ADMINISTRATION

Emmit Marshall, Owner/Director

COMPLIANCE

Robert Waggoner, Director of Compliance

DRIVING INSTRUCTOR

Sandor Greene, Lead Instructor

FACULTY

Emmit Marshall
Pierce College, Woodland Hills, CA
Over 25 years' experience as a commercial driver
Over 5 years' experience as an instructor

Robert Waggoner
Crescenta Valley HS, La Crescenta, CA
Deputy U.S. Clerk, U.S. Court of Appeals (1989-2007)
Supply Accounting Sergeant, U.S. Army (1979-1988)
Over 30 years of record keeping and statistical knowledge
Over 15 years experience of Windows based computer programs

Sandor Greene
Polytechnic HS, Sun Valley, CA
Schneider National, Over the Road Truck Driver (3/2011 – 6/2012)
Greene's Wholesale Bakery (1982-2010)
Over 30 years experience as a truck driver and as an instructor

CONSUMER PROTECTION

Alliance School of Trucking has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

POLICIES AND PROCEDURES FOR ACTIVE MILITARY MEMBERS, VETERANS AND ELIGIBLE PERSONS

TRANSFER OF CREDIT

Alliance School of Trucking will inquire about each veteran or eligible person's previous education and training, and requires that each prospective student request transcripts from all prior institutions, including military training, traditional coursework and vocational training. Previous transcripts will be

evaluated and credit will be granted, as appropriate. The active military members, veterans or eligible person and the Department of Veterans Affairs will be notified of the evaluation result and Alliance School of Trucking will maintain the written records.

LEAVE OF ABSENCE

If an active military member, veteran or eligible person is granted a leave of absence the VA will be promptly notified and benefits will be terminated for the duration of the leave.

STANDARDS OF SATISFACTORY PROGRESS

Progress will be monitored at the end of each week for all students receiving veterans benefits. If at the end of any week the student's grade falls below 70%, or if attendance falls below 80% of scheduled program hours, the student will be placed on probation for the following week. If by the end of the probation period the student's grade is not raised to 70%, or overall attendance is not raised to at least 80% of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted.

If an active military member, veteran or eligible person is withdrawn the VA will be promptly notified and benefits will be terminated.

Conditions for Reentrance:

If the director determines that the conditions, which caused the interruption, have been rectified the student will be eligible to receive benefits.

Maximum Timeframe:

All programs must be completed within the originally contracted length of time.

VETERANS AND ELIGIBLE PERSONS – CANCELLATION AND WITHDRAWAL FROM THE PROGRAM

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 less of the scheduled days 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: Alliance School of Trucking, 9410 Jordan Avenue, Chatsworth, CA 91311. 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 \$10.00, and less any deduction for equipment not returned in good condition, within 40 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

The refund policy for veterans and other eligible persons shall be calculated at 100% pro-rata throughout the duration of the program, less \$10.00 registration fee.

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 terminates 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 obligations to the School.
- The student has failed to attend class for 5 days.

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 days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

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, third party or, 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 moneys not paid from federal student financial aid program funds.

If an active military member, VA student or eligible person is withdrawn the VA will be promptly notified.

ALLIANCE SCHOOL OF TRUCKING

9410 Jordan Avenue, Chatsworth, CA 91311

818.772.2252

www.allianceschooloftrucking.com

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature: _____

Date: _____

Enrolled by (Print Name): _____

Signature: _____

Date: _____