

Major Express Truck School

3342 N. Weber Ave

Fresno, CA 93722

(559) 485-5949

ENROLLMENT AGREEMENT

Student's Name: _____

Address: _____

City State Zip

1. This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course of educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.
2. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free at (888) 370-7589 or by fax (916) 263-1898
3. 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
4. This agreement is for a Commercial Truck Driving course. A total of 160 hours are required to complete the course.

Classes will begin starting Monday _____ and will end Friday _____ after a total of 160 hours are completed. For example if a student starts Monday October 3, 2012, consistently comes to class 8 hours a day, then the completion date would be October 28, 2012. 8 hours a day for 5 days a week would equal to 40 hours a week for 4 weeks. Total clocked hours 160 hours of training.

The period for this enrollment agreement will last for six months. Beginning on _____ and ending on _____ starting at the date of enrollment.

The TRACTOR/TRAILER OPERATOR PROGRAM is a four week program. Field and classroom training total 160 hours. This training is divided into five sections as follows:

Basic Operations:

1. Orientation
2. Control Systems
3. Vehicle Inspections
4. Basic Controls
5. Shifting
6. Backing
7. Coupling and uncoupling

Safe operating practices for Basic Operation

1. Perform visual search
2. Vehicle Communications
3. Speed management
4. Space management

Advanced operating practices

1. Extreme driving conditions
2. Hazard Perception
3. Emergency maneuvers and skid control
4. Skid control and Recovery

Vehicle Systems and Reporting Malfunctions

1. Vehicle systems – Identification and Maintenance
2. Diagnosing and Reporting malfunctions
3. Non-Vehicle Activities
4. Handling and documenting Cargo
5. Environmental Regulations
6. Hours of service requirements
7. Accident Procedures
8. Manage Life-on-road / Personal resources
9. Trip planning
10. Communication skills: Public and Employer relations

The California DMV requires each student to successfully pass a series of written test (general knowledge, airbrakes, combination, doubles and triples, tanker and hazardous material to obtain Class A drivers permit. Students will have to successfully pass a pre-trip inspection, skills and a drive test administered by the DMV. Upon completion he/she will be issued a Class A license. The student is prepared for the above examinations with 40 hours of classroom instruction on the California Commercial handbook and given a series of tests to prepare them for their Class A instructional permit. Once permit is issued, 120 hours is devoted to behind the wheel training. Students will be given a mock DMV test before their scheduled DMV exam appointment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION. The transferability of credits you earn at Major Express Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Truck Driving Course is also at the complete discretion of the institution to which may seek to transfer. If the certificate that you earn at this institution is 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 Major Express Truck School to determine if your certificate will transfer.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private Postsecondary institution from losing money if you prepaid 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. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

To be eligible, you must be a “California Resident” and reside in California at the time of enrollment agreement is signed or when you receive lessons at the California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.”

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, 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:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
(888) 370-7589
(916) 263-197 Fax

BUYER'S RIGHT TO CANCEL:

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the third business day after the first class you attend. Business day means a day of which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of the catalog. You can do this by mail, in person, by fax or mail. The notice of cancellation, if mailed is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you wish to cancel the agreement, the school will refund any money that you paid within 30 days after your notice is received.

5. **REFUND INFORMATION:** The student has a right to a full refund of all charges less the amount of \$90.00 for registration fees until midnight of the third business day. In addition, the student may withdraw from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition.

Assume you enroll in a 160 hour course and pay \$2900.00 tuition, \$90.00 for registration and \$110.00 for equipment and withdraw after completing 80 hours (50% of course). The pro-rata refund would be \$1405.00 based on the calculation stated below:

160	Clock hours of instruction paid for, only 80 hours of instruction received.
\$1,800.00	amount paid for instruction
<u>-90.00</u>	registration fee
\$1710.00	
<u>X 0.5</u>	50% of course, 80 hours of instruction not received
\$ 855.00	amount to be refunded

Refund will be paid within 30 days of cancellation or withdrawal.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HERE OF. RECOVER HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNT PAID BY THE DEBTOR HEREUNDER. FEES AND CHARGES. The student is responsible for the following fees and charges:

Registration	<u>\$90.00</u>
Drug Screen	<u>\$70.00</u>
DOT Physical	<u>\$70.00</u>
DMV Permit	<u>\$65.00</u>
DMV Printout	<u>\$5.00</u>
Tuition	<u>\$1500.00</u>
Total Fee	<u>\$1800.00</u>

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THIS COURSE IS \$1800.00

Classes will begin starting on Monday and will end on Friday after a total of 160 hours are completed. For example if a student starts Monday October 3, 2011, consistently comes to class 8 hours a day, then the completion date would be October 28, 2011. 8 hours a day for 5 days a week would equal to 40 hours a week for 4 weeks. Total clocked hours 160 hours of training.

MAJOR EXPRESS TRUCK SCHOOL
3342 N. WEBER AVE.
FRESNO, CA 93722
(559) 485-0437

APPROVAL DISCLOSURE STATEMENT

Major Express Truck School is licensed to operate by the Bureau from Private Postsecondary Education. This license means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary education institutions. Institution approval must be re-approved every three years and is subject to continuing review. Approved is the course TRACTOR TRAILER OPERATION PROGRAM.

Major Express can accommodate up to 15 to 20 students per month.

California statues require that a student who successfully completes a course of study be awarded a appropriate diploma or certificate verifying the fact.

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 admissions agreements.

Any questions a student may have regarding this catalog that have not been satisfactorily answered, please contact the address provided right below.

Unresolved complaints may be directed to: www.bppe.ca.gov

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
(888) 370-7589 Toll Free
(916) 263-1897 Fax

All information in this school catalog is current and correct and is so certified as true by the Executive Officer of Major Express Truck School.

Executive Office

Date

APPROVALS

Major Express Truck School is authorized to operate as a Private Vocational School in the State of California. In California, the license to operate is issued by the Council for Private Postsecondary and Vocational Education and is issued in accordance with California Education Code Section 94915.

PURPOSE AND PHILOSOPHY

The purpose of *Major Express Truck School* is clear and uncompromised. The objective is to prepare students with the knowledge and skills that will enable them to qualify for entry level jobs in the trucking industry. Emphasis is placed on safety, a thorough understanding of federal Motor Carrier Safety Rules and Regulations in the operation of heavy-duty tractor/trailer equipment, and defensive driving techniques necessary in developing skills levels required to pass the Commercial Drivers License Examination. *Major Express Truck School* is designed to prepare individuals to become professional, entry level truck drivers.

ADMISSION REQUIREMENTS

In order to be accepted for training as a truck driver, an applicant must:

- 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.
- Read, write and comprehend English.
- Pass an Admissions Test
- Pass an Ability to Benefit from Training Exam if applicant does not have high school diploma or GED.
- Pass a Department of Transportation physical.
- Obtain a DMV printout. Note: If applicant has any DUI convictions or more than three moving violations on his/her driving record: or a non-verifiable work history, he/she must speak to the Admissions Representative so that we may determine on an individual basis whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry.
- Minimum age for admission is 21.
- Pass a drug screen test. According to the U.S. Department of Transportation Regulation §382.103, §382.103 student drivers are required to test even though they may not yet possess a CDL.

ADMISSION PROCEDURE

For admission to *Major Express Truck School*, the applicant is interviewed by an Admissions Representative. At that time, an admission application is completed. The applicant is then informed about the program itself, the requirement that is before the performs a safety sensitive function (driving), the school must have received a negative drug test result, the next class starting date, admission requirements, and school policies in general. Each applicant is given a tour of the school, if possible.

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

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

COURSE DESCRIPTION AND CLOCK HOURS

The TRACTOR/TRAILER OPERATOR PROGRAM is a four week program. Field and classroom training total 160 hours. This training is divided into five sections as follows:

The TRACTOR/TRAILER OPERATOR PROGRAM is a four week program. Field and classroom training total 160 hours. This training includes DOT Safety and Regulations, Stte Regulations and proficiency development in the skills required to obtain the Commercial Drivers License.

Students attend 40 hours of classrooms training covering such subjects as DOT, log books, defensive driving and job search techniques. At the end of the classroom training students will be required to pass the written exam and obtain their class "A" instructional permit administered by the Department of Motor Vehicles. It is necessary to pass and obtain the instructional permit before proceeding to the behind the wheel training phase of the training course.

Major Express Truck School had advising services available throughout the course. These services include job placement assistance, job interview skills, application procedure and assistance. Major Express will invite various trucking companies to visit the facility and talk with students regarding job placement, requirements for employment and job availability. Advising is an on-going service throughout the student's training period and after graduation, if needed, followed by 120 hours field training including both observation and behind the wheel time. The field training consists of driving in training areas which include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation. Homework is assigned on a regular basis and students must be prepared for an intensive program of study.

COURSE OBJECTIVE

After completion of the course, students are taken to the Department of Motor Vehicles for their Commercial Drivers License Driving and Skills Test. Upon successfully passing the test, the student should be able to entry the trucking industry as an entry-level diesel tractor/trailer driver.

EQUIPMENT USED Students are trained on two and three axle cab over and conventional tractors and a 27th ft. trailer and 45 ft. van.

ATTENDANCE REQUIREMENTS

Basic Operation

1. Orientation
2. Control Systems
3. Vehicles Inspections
4. Basic Control
5. Shifting
6. Backing
7. Coupling and uncoupling

Safe operating practices for Basic Operation

1. Perform Visual Search
2. Vehicle Communication
3. Speed Management
4. Space Management

Advanced operating practices

1. Extreme Driving Conditions
2. Hazard Perception
3. Emergency Maneuvers and Skid Control
4. Skid Control and Recovery

Vehicle Systems and Reporting Malfunction

1. Vehicle Systems – Identification and Maintenance
2. Diagnosing and Reporting Malfunctions
3. Non-Vehicle Activities
4. Handling and Documenting Cargo
5. Environmental Regulations
6. Hours of Service Requirements
7. Accident Procedures
8. Manage Life-on-Road/Personal Resources
9. Trip Planning
10. Communication Skills: Public and Employer Relations

Student will be measured daily and records kept on a daily training report. Attendance and punctuality is stressed all through the course as it is in the trucking industry. A student consistently coming to class late or failing to attend class on a daily basis will be advised. Excessive absences and/or tardiness may be cause for dismissal as it would be in the trucking industry. If a student's attendance during any week falls below 80%, continued enrollment is permitted only with the approval of the Director of Operations. At the midterm point, if a student's attendance falls below 60% an automatic termination is affected. Attendance is considered in the evaluation of each student's performance when making recommendations to employers. *Major Express Truck School* provides students with the opportunity to make up course work missed due to excused absences. Arrangements may be made with the Lead Instructor.

LEAVE OF ABSENCE POLICY

Students who find it necessary to take a leave of absence from the four week truck driving program, may do so only in the case of long term illness (more than two weeks), with a medical excuse, or in the case of death of an immediate family member, at no additional cost. Leave of absence may never exceed 60 calendar days.

STUDENT CONDUCT, RULES AND REGULATIONS

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

In order to create a healthy learning environment, certain standards of conduct must followed the following activities at or around *Major Express Truck School* facilities and equipment will be cause for immediate dismissal.

- Under the influence of alcohol and or drugs.
- Smoking in unauthorized areas, i.e., classroom or inside truck.
- Unauthorized truck starting or operation.
- Hazing or harassment of fellow students.

Students are given copies of the Rules and Regulations on the first day of class. The Rules and Regulations are to be read and signed by the student. The Rules and Regulations also inform the student of the school's warning procedures used for unsatisfactory attendance and academic performance.

Re-admission following any termination shall be at the discretion of the school.

DRESS CODE

Major Express Truck School requires all students to dress appropriately. Tank tops, halter tops, bare chests, thongs, or spike heels are not permitted. Appropriate attire is jeans, T-shirts, sweat shirts, and comfortable shoes. Students are to be clean and neatly groomed. We recommend that you do not wear good clothing to class. For safety reasons, we also recommend that students do not wear large, dangling earrings, loose jewelry, or large belt buckles around equipment. Long hair should be tied back.

GRADING SYSTEM

Grades of Excellent, Above Average, and Average indicate passing. A grade of Unsatisfactory is failing. A grade of Incomplete indicates a need for additional course work.

GRADE LEVEL

PERFORMANCE DEFINITION

A – Excellent	90 – 100%
B – Above Average	80 – 89%
C – Average	70 – 79%
D – Unsatisfactory	60 – 69%
F – Fail	Below 59%
I – Incomplete	Not Complete

SATISFACTORY PROGRESS

To be considered making satisfactory progress, a student must achieve a grade point average (GPA) of 70% or higher by the end of the first $\frac{1}{4}$ of the course. By the midpoint (50%) of the course, a student must have achieved a grade point average of 70% or higher. A student must achieve an overall grade point average of 70% or higher by graduation to pass the course.

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

Students must complete all course work within the scheduled grading period. Students with “incomplete” will be given the opportunity to make up course work as necessary. This must be done in addition to regular work.

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

STUDENT RECORDS

An official academic record is maintained for each student. This provides a complete record of course grades, skills levels, attendance, advising, and employment information. Financial records are also maintained for each student. The documents provide a complete record of tuition charges, payment, refunds, and financial transactions.

Student records are kept confidential. At the request of the student, he/she may at any time review his/her academic or financial record with the Director.

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

GRADUATION

Students enrolled in the TRACTOR/TRAILER OPERATOR program and who have earned a grade of Average (70% grade point average) or above and have met attendance requirements shall be eligible for graduation and will receive a diploma. A student who fails or does not complete training will receive a certificate of completion indicating the hours completed.

TUITION

FEES AND CHARGES. The student is responsible for the following fees and charges:

Registration	\$ 0.00
Drug Screen	\$ 40.00
DOT Physical	\$ 40.00
DMV Permit	\$ 68.00
DMV Printout	\$ 5.00
Tuition	\$ 1500.00
Total Fee	\$ 1653.00

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGTED TO PAY FOR THIS COURSE IS \$ 1653.00.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION.

The transferability of credits you earn at Major Express Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Truck Driving Course is also at the complete discretion of the institution to which may seek to transfer. If the certificate that you earn at this institution is 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 Major Express Truck School to determine if your certificate will transfer.

NOTICE OF STUDENT RIGHTS, REFUND AND CANCELLATION POLICY

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class you attend. Business day means a day of which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of the catalog. You can do this by mail, in person, fax or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the school will refund any money that you paid within 30 days of after your notice is received.
2. If the school has given you any equipment, you should return it to school within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30 day period, the school shall return that portion of payment paid by you and deduct the cost for damages or cost from any return/not returned equipment. Once you pay for the equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from school at any time. If you withdraw from the course of instruction after the cancellation period as explained in paragraph 1, the school will remit refund less a registration fee not to exceed \$35.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The document cost of the equipment may be less than the amount charged and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THAN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE ACCOUNT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Hypothetical Refund Example:

Assume you enroll in a 160 hour course and pay \$2900.00 and withdraw after completing 80 hours (50% of the course). The pro-rata refund would be \$1300.00 based on the calculation stated below:

160 clock hours of instruction paid for, only 80 hours of instruction received

\$3900.00	amount paid for instruction
<u>-90.00</u>	registration fee
\$3810.00	
-70.00	Drug screen test
-70.00	DOT Physical
-65.00	DMV Permit
<u>-5.00</u>	DMV Printout
\$3600.00	
<u>x.05</u>	50% of course, 80 hours of instruction not received
\$1800.00	

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

- A. You notify the school of your withdrawal or the actual date of withdrawal.
- B. The school terminates your enrollment.
- C. You fail to attend classes for a three-day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

California Education Code Section 94316.10 (a) requires that licensed private vocational schools disclose the above information regarding Refund Calculations to each student who enrolls in the school. If you have any questions regarding these calculations, please contact your Admissions Director.

4. In accordance with California State Law, all refunds will be made within 30 days from the date of cancellation or withdrawal (as described in paragraph 1 and 3 above). If a student does not return from an approved leave of absence period as stated in School Catalog, refunds will be made within 30 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days.) Within ten days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom refund was made.

5. In accordance with California State law, for students receiving tuition assistance, any tuition refunds will next be made to other funding sources accounts or any other sponsoring source up to the amount of such disbursement any additional refunds due will be made to the student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the hours completed over the total time in that payment period. The student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

DUI'S

Anyone having any DUI convictions or more than three moving violations on their driving record, felony convictions, any Worker's Compensation claims in the last three years, back or neck problems, or a non-verifiable work history should contact the Admissions Representative before enrolling in the TRACTOR/TRAILER OPERATION PROGRAM so that we may assess, on an individual basis. Whether or not any of the above-listed conditions would prevent the applicant from obtaining an entry-level position in the truck driving industry with certain employers.

OPERATING SCHEDULE

Important information such as operating hours, holidays, class schedules and revisions of them will be announced to students in advance. Enrollment office hours are Monday through Friday, 8:00 AM to 5:00 PM.

Major Express Truck School observes the following holidays:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

English-AS-A-Second Language ("ESL")

Major Express Truck School does not provide English-As-A-Second Language ("ESL")

EQUAL OPPORTUNITY

Major Express Truck School does not discriminate on the basis of race, color, sex, nationality, creed or ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Bankruptcy

Major Express Truck School does not or has not ever had a pending petition in bankruptcy, and is not operating as a debtor in process. Major Express had never filed for Chapter 11 of the United States bankruptcy Code (11U.S.C Sec. 1101 et seq.)

STUDENT TUITION RECOVERY FUND

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To be eligible, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at the California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold students visas, are not considered a “California resident.”

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, 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:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
(888) 370-7589
(916) 263-1897 Fax

STUDENT COMPLAINT POLICY

Students are encouraged at all times, to verbally communicate their concerns to the members of faculty and administration for amicable solutions. Please use the following procedure to handle any and all complaints. Students can use a school complaint form or a separate sheet of paper for this purpose. 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 web site www.Bppe.ca.gov

1. You should first express your concern verbally; a written request can be made³ to a member of the administration for resolution.
2. If the instructor cannot solve your concern verbally, a written request can be made to a member of the administration for resolution.
3. If the administration cannot solve your concern verbally, the student must submit in writing a letter of complaint containing all the pertinent information and communication to the school director or admissions director. It is recommended that this written complaint be prepared within 48 hours of the initial incident or complaint.
4. The School administrator, admissions director, or both, will verify that the student has made a verbal attempt to resolve the incident or complaint. If the student has followed the above 3 steps, the school administrator will call a grievance session and include all of the involved parties. Each party involved may be asked to present their version of the incident prior to all the parties being present.
5. Any and all students, or instructors involved must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The school administrator will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must within 48 hours send written copies of all documents and cover letter to the school administrator explaining why the decision is not acceptable. All complaints will then be resolved within 30 days from the receipt of the initial incident report date.
6. Still unresolved complaints may be directed to the California State Department of Education, Council for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento Ca 95814. This organization ruling will be final.

I _____, HAVE READ AND UNDERSTAND THIS
GRIEVANCE POLICY.

_____ Date _____
Name of Student at time of enrollment

Major Express Truck School – Faculty List and Staff

CAMPUS ADMINISTRATOR – Bhupinder S. Gill, OWNER/DIRECTOR

****Bhupinder S. Gill Serves this Facility as:**

Owner, Chief Executive Officer, Chief Operating Officer, and Chief Academic Officer**

Major Express Truck School will not compensate any employee involved in recruitment, enrollment, admissions, student attendance or sales of education materials to students based on commission, bonus quota, or anything similar to the method:

- (1) If the educational program is scheduled to be completed in 90 or less, the institution shall pay compensation related to a particular student if that student completes the educational program.
- (2) For institutions participating in the federal student financial aid programs, this subdivision shall not prevent the payment of compensation to those involved in recruitment, admissions, or the award of financial aid if those payments are in conformity with federal regulations governing an institution's participation in the federal student aid programs.

GENERAL FUNCTION and RESPONSIBILITIES:

- Supervises all institution operations.
- Will be responsible for day to day operations delegated to Lead Instructor.
- Will co-interview prospective new instructors with Lead Instructor.
- Will ensure proper maintenance of equipment and documentation of same.
- Will handle Student Counseling Services through Lead Instructor.
- Will enforce operational procedures.
- Will ensure all Student files are complete at the time of graduation.
- Will handle all financial aspects of the business.

MAJOR EXPRESS TRUCK SCHOOL INSTRUCTOR QUALIFICATIONS

The minimum qualifications/requirements of instructors are as follows:

1. Instructors must possess a combination of education and experience and must have a minimum of three years over-the road.
2. Instructors must meet minimum requirements of health, licensing, and driving records. They must possess a current Class A license, a current medical card and have an acceptable driving record. In addition, all instructors are required to submit a drug test.
3. Instructors must complete a 40-hour training course administered by **Major Express Truck School**.

There will be a ratio of three students to each one instructor. 3:1 Ratio (Instructors).

Job Placement:

Major Express does not include any job placement. Student must understand that: Anyone having any DUI convictions or more than three moving violations on their driving record, felony convictions, and any Worker's Compensation claims in the last three years, back or neck problems, or non-verifiable work history should contact the Admissions Representative before enrolling in the TRACTOR/TRAILER OPERATION PROGRAM so that we may assess, on an individual basis. Whether or not any of the above-listed conditions would prevent the applicant from obtaining an entry-level position in the truck driving industry with certain employers.

5CCR§71810(b)

1. Course will start on the day that the enrollment agreement is signed. Course will last approximately 4-6 weeks depending on the students learning abilities.
2. The purpose of *Major Express Truck School* is clear and uncompromised. The objective is to prepare students with the knowledge and skills that will enable them to qualify for entry level jobs in the trucking industry. Emphasis is placed on safety, a thorough understanding of Federal Motor Carrier Safety Rules and Regulations in the operation of heavy-duty tractor/trailer equipment, and defensive driving techniques necessary in developing skills levels required to pass the Commercial Driver License Examination. *Major Express Truck School* is designed to prepare individuals to become professional, entry level truck drivers.
3. Persons from other countries will have to obtain a valid California Drivers license before they can be admitted into training. Visa services will not be provided, our facility will not vouch for a foreign students.
4. Major Express Truck School does not provide any kind of Federal Financial Aid, as it is not an approved institution for Federal Grants.
5. Sub-section (5) will remain the same as (4)
6. *Major Express Truck School* does not provide any kind of Federal Financial Aid, as it is not an approved institution for Federal Grants.
7. Please see pages (7)
8. Please see page (8) Standards for achievement
9. Please see page (9) type of equipment used
10. Learning resources are provided directly through your instructor, which is provided directly from the Department of Motor Vehicles Commercial Handbook. Major Express does not have a library for learning domains.
11. This institution does not provide or offer any distance education: we are located at 3342 N. Weber Ave. Fresno, Ca. 93722; it is the only institution we provide.
12. Please see page (4) Attendance for all student services.
13. Major Express Truck School does not provide any kind of housing or dormitories for any students and or faculty.
14. Please see page (8) student's rights.
15. Please see page (7) retention student's rights.