



**C. R. England, Inc.**

dba

**Premier Truck Driving School**

10691 POPLAR AVE.

FONTANA, CA 92337

(909) 320-5389

[www.crengland.com](http://www.crengland.com)

# **SCHOOL CATALOG**

**January 2012 through December 2013**

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# APPROVAL DISCLOSURE STATEMENT

C.R. England Truck Driving School is a privately owned institution that was granted institutional approval from the California Bureau for Private Postsecondary Education in the Department of Consumer Affairs. The Bureau's approval means the institution and its operation comply with the minimum standards established under law for occupational instruction by private educational institutions and does not imply any endorsement or recommendation by the State or Bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved is the following course:

PROFESSIONAL DRIVER COURSE	122
BASIC TRUCK DRIVER COURSE	80

## INFORMATION:

Instruction is in residence with a Fontana facility occupancy level that will accommodate 50 to 60 students per session. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Full-time students will complete the Professional Driver Course in 3 weeks and the Basic Truck Driver Course in 2 weeks.

Prospective students are encouraged to review this school catalog, and visit the physical facilities of the school to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

C.R. England does not provide ESL instruction.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to, Terry Jaco, School Director.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppee.ca.gov](http://www.bppee.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

Prospective students can be assured that the institution is in good financial standing and does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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.bppee.ca.gov](http://www.bppee.ca.gov).

All information in the content of this school catalog is current and correct and is so certified as true by Mr. Jaco.

*Terry Jaco*, Schools Director

# **ADMINISTRATION**

## ***OWNERSHIP***

C.R. England Truck Driving School is a wholly owned subsidiary of C.R. England, Inc.

Officers of C.R. England:

Daniel England	Chairman
Dean England	President
Wayne Cederholm	C.E.O.
Chad England	C.O.O.
Keith Wallace	C.F.O.

Director of California School Operations and Fontana Campus Director

Terry Jaco  
33 years Transportation Industry Experience  
23 years Driver Education Experience

School Registrar

Marcy Rivers  
10 Years Education Experience

Instructors: For a list of instructors see Addendum to Catalog.

## ***History***

C.R. England, Inc. is a family owned trucking firm. Chester R. England founded the company in 1920 when he began hauling produce and milk from farms and dairies in Northern Utah. Over the next three decades he concentrated on the transportation of exempt food products and he expanded his operation to cover the intermountain states as well as California and Texas. Following World War II, his sons, Gene and Bill joined him in the business. They initiated nationwide service and began a gradual expansion that brought the fleet size to nearly 200 tractors in 1980. The England family continues to preside over the company as the third and fourth generations provide front line leadership. 2010 revenues exceeded \$1 billion. England's traditional niche has been long-haul, refrigerated freight, but in the last several years, International, Specialized, Regional and Logistics operations have been initiated. England's corporate headquarters and primary terminal are located in Salt Lake City, Utah. Employees now number over 4,600 drivers and independent-contractors as well as over 1,000 non-driver support staff. England operates over 4,000 power units as well as over 6,000 trailers. C.R. England operates training facilities in Salt Lake City, Utah, Burns Harbor, IN, Cedar Hills, TX and Fontana, CA, which was established in the fall of 2000.

## **MISSION AND OBJECTIVES**

The institution's mission and objective is to answer the demand of the transportation industry, more specifically, C.R. England's continuing need for new drivers, by providing qualified student graduate driver trainees to begin their driving career with C.R. England. Our Driver Training Program provides a student with the basic knowledge and skills in preparation for successfully completing the Commercial Drivers License examination.

The students will work with contemporary equipment under the supervision of qualified, experienced instructors. An individual successfully completing our program should have the ability to safely operate a Commercial vehicle on the nations highways. It could be expected that a graduate of our program would work with an experienced driver for a short period of time (an apprentice driver)\_ to gain specific employer skills.

The goal of the training program at C.R. England is to inspire and promote a positive attitude through education, observation and evaluation based on uniform standards. The entire staff of C.R. England is dedicated to the betterment of the driver through continual education, information, training, and support.

## **TRAINING FACILITIES**

The Fontana facility is situated on approximately 10 acres that provides approximately 7000 sq. feet of classrooms, offices, a computer lab, student and staff lounges and restroom facilities. The Skills Training facility is located at the same location. Over-the-road experience is accomplished on area roads, highways and freeways. Current facilities and staff can accommodate over 60 students per session. This area also includes student and employee parking. The facility is located at 10691 Poplar Ave. Fontana, CA 92667.

Major instructional equipment for classrooms include a video training system with a comprehensive video library, overhead projector, computer lab, and air brake system display. Behind-the-wheel training equipment includes 16 late model diesel tractors and 53' trailers.

## **HOURS OF OPERATION**

Office hours: 7:00 a.m. to 4:00 p.m. Monday through Friday

Instructional Hours: 6:00 a.m. to 3:30 p.m. and 3:30 p.m. to 11:30 p.m. Monday through Saturday. Over-the-Road Driving Instruction is held day or night as necessary to accommodate the requirements of the program.

## **SCHEDULE OF CLASSES**

Instruction is competency based. This allows students to commence training on a space and equipment available basis. Students will be advised of start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules and revisions to schedules. Over-the-Road Driving Instructions is scheduled as necessary to accommodate the requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

New Years Day  
 Independence Day  
 Thanksgiving

Memorial Day  
 Labor Day  
 Christmas

## CURRICULUM

### **Truck Driver Courses**

**CIP #49.025**

#### Goals and Objectives

C.R. England Truck Driving School's 122 hour Professional Driver Course and the 80-hour Basic Truck Driver course objectives are to provide the Trucking/Transportation Industry with competent, entry level drivers who will be employed by C.R. England. C.R. England graduates are safety conscience, 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 C.R. England Truck Driving School Professional Truck and Commercial Driving course will produce a well rounded, skilled, safe and proud driver with the professional attitude necessary to be successful in their chosen career as professional drivers.

#### PROFESSIONAL DRIVER COURSE

122 hours

#### COURSE DESCRIPTION

UNIT	BASIC OPERATION	CLASSROOM	LAB	RANGE/STREET
1.1	TRANSPORTATION ORIENTATION			
1.2	CONGTROL SYSTEMS			
1.3	VEHICLE INPSECTIONS			
1.4	BASIC CONTROL			
1.5	SHIFTING			
1.6	BACKING			
1.7	FORKLIFT			
1.8	TURNS			
SUBTOTAL HOURS:		13.00	34.00	32.00
INCLUDES HANDS ON HOURS:			8.50	10.67
UNIT	SAFE OPERATING PRACES	CLASSROOM	LAB	RANGE/STREET
2.1	VISUAL SEARCH			
2.2	VEHICLE COMMUNICATIONS			
2.3	SPEED MANAGEMENT			
2.4	SPACE MANAGEMENT			
SUBTOTAL HOURS:		4.00	4.00	4.00
INCLUDES HANDS ON HOURS:			1.00	1.33

<u>UNIT</u>	<u>ADVANCED OPERATING PROCEDURES</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
3.1	NIGHT OPERATION			
3.2	EXTREME DRIVING CONDITIONS			
3.3	HAZARD PERCEPTION			
3.4	EMERGENCY MANEUVERS			
3.5	SKID CONTROL & RECOVERY			
	SUBTOTAL HOURS:	3.00	2.00	4.00
	INCLUDES HANDS ON HOURS:		0.50	1.33
<u>UNIT</u>	<u>VEHICLE SYSTEMS</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
4.1	VEHICLE SYSTEMS			
4.2	DIAGNOSING & REPORTING			
	SUB TOTAL HOURS:	2.00	0.00	0.00
<u>UNIT</u>	<u>NON-VEHICLE ACT IVITIES</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
5.1	HANDLING CARGO			
5.2	HAZARDOUS MATERIALS			
5.3	HOURS OF SERVICE			
5.4	ACCIDENT PROCEDURES			
5.5	CAREER ADJUSTMENT			
5.6	TRIP PLANNING			
5.7	PUBLIC & EMPLOYER RELATIONS			
	SUBTOTAL HOURS:	20.00	0.00	
	0.00			
	TOTAL HOURS	42.00	40.00	40.00
	INCLUDES HANDS ON HOURS		10.00	13.33

**BASIC TRUCK DRIVER COURSE**

80 hours

**COURSE DESCRIPTION**

<u>UNIT</u>	<u>BASIC OPERATION</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
1.1	TRANSPORTATION ORIENTATION			
1.2	CONTROL SYSTEMS			
1.3	VEHICLE INSPECTIONS			
1.4	BASIC CONTROL			
1.5	SHIFTING			
1.6	BACKING			
1.7	FORKLIFT			
1.8	URNS			
SUBTOTAL HOURS:		15.00	15.00	15.00
INCLUDES HANDS ON HOURS			3.75	3.75
<u>UNIT</u>	<u>SAFE OPERATING PRACTICES</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
2.1	VISUAL SEARCH			
2.2	VEHICLE COMMUNICATION			
2.3	SPEED MANAGEMENT			
2.4	SPACE MANAGEMENT			
SUBTOTAL HOURS:		6.00	2.00	3.00
INCLUDES HANDS ON HOURS:			0.50	0.75
<u>UNIT</u>	<u>ADVANCED OPERATING PROCEDURES</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
3.1	NIGHT OPERATION			
3.2	EXTREME DRIVING CONDITIONS			
3.3	HAZARD PERCEPTION			
3.4	EMERGENCY MANEUVERS			
3.5	SKID CONTROL & RECOVERY			
SUB TOTAL HOURS:		4.00	3.00	2.00
INCLUDES HANDS ON HOURS:			0.75	0.50
<u>UNIT</u>	<u>VEHICLE SYSTEMS</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
4.1	VEHICLE SYSTEMS			
4.2	DIAGNOSING & REPORTING			
SUBTOTAL HOURS		3.00	0.00	0.00
<u>UNIT</u>	<u>UNIT, NON-VEHICLE ACTIVITIES</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
	5.8 HANDLING CARGO			
	5.9 HAZARDOUS MATERIALS			
	5.10 HOURS OF SERVICE			
	5.11 ACCIDENT PROCEDURES			
	5.12 CAREER ADJUSTMENT			
	5.13 TRIP PLANNING			
	5.14 PUBLIC & EMPLOYER RELATIONS			
SUBTOTAL HOURS:		12.00	0.00	0.00
TOTAL HOURS		40.00	20.00	20.00
INCLUDES HANDS ON HOURS			5.00	6.67

# **SCHOOL POLICIES**

## ***ADMISSION REQUIREMENTS***

1. Interviews with the School's Admissions Representative.
2. Valid drivers license from students resident state.
3. Must be free of physical impairment that would prohibit safe operation of the equipment.
4. Must be beyond compulsory school attendance age. An individual cannot be D.O.T. certified until reaching the age of 21 years. However between ages of 18 and 21 a student can obtain a commercial drivers license and drive within the state of issuance.
5. Must take a written test to determine the students ability to benefit from the course and pass the test with a score of at least 75%
6. Must be drug free
7. Must, in the unbiased opinion of the administration, be able to benefit from the training offered by C.R. England Truck Driving School.
8. Must pass the D.M.V. written examination and a D.O.T. physical examination. Must also obtain a commercial drivers license learners permit within the first week of the course. The permit is required in order to participate in behind the wheel training, which begins in the second week of training.

## ***SPECIAL NOTICE TO APPLICANTS***

All candidates for acceptance as students to C.R. England Truck Driving School: Both Federal and State authorities are involved in making and enforcing of interstate transportation laws and the issuing of commercial drivers licenses (CDL). For this reason we ask that those interested in obtaining a Class A or B license read carefully the following and discuss with your counselor and/or admission representative any of the items listed below that may affect your ability to obtain a commercial license and employment in the transportation industry as a commercial vehicle driver.

1. No more than two D.U.I.'s on your driver's license record in a lifetime.
2. A D.U.I conviction in the past five years
3. A felony conviction of any type in the past ten years.
4. Recent hospitalization or under a physician's care for emotional or mental instability.
5. Currently taking prescription drugs under a physician's care (Schedule I drugs)
6. No more than two tickets in one year.
7. No more than three tickets in three years
8. No more than one at fault accident in the past 12 months, or two accidents in the past 5 years
9. No license suspension in the past 3 years. (Administrative suspensions case by case).
10. No reckless driving or other misdemeanors in the past 5 years
11. Driver must be 21 years of age for interstate driving
12. Driver must be 18 years of age for intrastate driving
13. Have no delinquencies on child support
14. Cannot be currently addicted to alcohol or drugs
15. Must be capable of speaking, reading and writing in the English language well enough to communicate with others in the industry, and law enforcement.

## **GRANTING CREDIT**

Upon enrollment, the student will be asked to list any previous education, training or experience in the exact area of training for which enrolled. If it is recent enough, sufficiently thorough and relevant, and can be demonstrated as to satisfactory proficiency, appropriate credit may be allowed at the discretion of the school administration. The course length may be shortened and the fees proportioned. The student records will document any such action taken.

## **ATTENDANCE POLICY**

1. Absence – Absence 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.
2. Tardiness – 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.
3. Interruption for Unsatisfactory Attendance – 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 absence during the remainder of the course will be cause for interruption of the student's training program.
4. Class cuts – Class cuts will be considered unexcused absences.
5. Make-up work – Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of classroom attendance. The student must arrange make-up work with the individual instructor or the school director.
6. Leave of Absence – 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.
7. Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded.

## **SATISFACTORY PROGRESS POLICY**

Students are graded as they complete units of the curriculum. Grades are determined as a compliance of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of commercial drivers. Students in the Professional Driver Course are allowed a maximum of 183 hours and in the Basic Truck Driver Course 120 hours (or 150% of the length of the course) in which to complete the program.

## **GRADING SYSTEM**

All grades are based on the numerical system. Students are graded on: written examinations, field tests, driving sessions, methodology and attitude. The school's grading system is:

- |                  |          |
|------------------|----------|
| 1. Excellent     | 93 – 100 |
| 2. Above average | 85 – 92  |
| 3. Average       | 75 – 84  |

- |                   |            |
|-------------------|------------|
| 4. Below average  | 70 – 74    |
| 5. Unsatisfactory | 69 – below |

Behind-the-Wheel Driving Instruction is graded on a Pass/Fail basis. Grade average required for certifying completion of course is a minimum average passing grade or 70% and a Pass on behind-the-wheel driving instruction.

### ***GRADUATION REQUIREMENTS***

1. Have successfully completed all required DMV examinations/requirements,
2. Have successfully completed all specified requirements in Classroom, “Skills” and Road modules with a minimum grade average of 80%
3. Obtained a Class “A” Commercial Drivers License

### ***CONDITIONS FOR INTERRUPTION FOR UNSATISFACTORY PROGRESS***

When the grade of a student is unsatisfactory for a unit of instruction, the student will be placed on probation. If, during the next unit, the student’s grade is still unsatisfactory, the student’s training will be interrupted.

### ***CONDITIONS FOR RE-ENROLLMENT***

Re-enrollment 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.

### ***CERTIFICATION OF GRADUATION***

A Certificate of Completion will be issued upon satisfactory completion of the course and all tuition and fees are paid in full or otherwise accounted for

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

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

### ***STUDENT CONDUCT***

At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of an intoxicated or drugged state of behavior,

possession of drugs or alcohol upon school premises, possession of weapons upon school premises, disobedient or disrespectful behavior to another student, and administrator or faculty member, or any other stated or determined infraction of conduct.

## **STUDENT SERVICES**

### ***PLACEMENT ASSISTANCE***

There are no placement services. All students that are enrolled in, and successfully complete training are to be employed by C.R. England, Inc. Conditional Pre-hire letters of employment are issued prior to (and are mandatory for), admission into the training program.

### ***ADVISING***

Each student will have a review of his/her progress. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty is being experienced. Advising on other problems is provided as needed by faculty or staff members. Students are encouraged to take advantage of this service.

### ***HOUSING***

The school does not maintain housing for students. However, short term housing and eating establishments are available in the immediate area of the school's facilities.

### ***REFERENCE MATERIALS***

The school maintains a number of videos, reference books and other pertinent publications germane to the transportation industry. Reference materials are kept for use on the school premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be signed for by the student and returned the next school day.

### ***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 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. Finally, the matter can be referred to the school's regulatory agency as described on page one (1). A written or oral complaint will be responded to within business 15 days.

### ***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.

### ***STUDENT RECORDS/RIGHT OF PRIVACY***

The Federal Right of Privacy Act of 1964 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. State law requires the school to maintain these records for no more than a five-year period. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. All student records are maintained for a period of 5 years. A transcript-type record is maintained indefinitely.

### ***RECORDS RETENTION***

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five-year period.

## **TUITION POLICIES AND FEES**

### ***TUITION POLICY***

All tuition and fees must be paid prior to commencement of classes unless other arrangements have been made prior to entering classes.

### ***TUITION ASSISTANCE***

This institution does not participate in federal or state student loan programs. If needed, there are public and private agencies that may provide tuition assistance in the form of loans or grants to those who qualify under their guidelines. 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. Further information is available from the Admissions/Recruiting Department.

### ***COURSE CHARGES AND FEES***

Course Title: Professional Driver Course

Registration fee	\$ 75.00
Tuition	\$ 2,730.00
Instructional Materials and Supplies	\$ 190.00
TOTAL	\$ 2,995.00

Course Title: Basic Truck Driver Course:

Registration fee	\$ 75.00
Tuition	\$ 835.00
Instructional Materials	\$ 190.00
TOTAL	\$ 1,100.00

## **NOTICE**

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed, or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

## **STUDENT PROTECTION POLICIES**

### ***STUDENT TUITION RECOVERY FUND***

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund [STRF], a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records will substantiate a claim for reimbursement from STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instructions, contact: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 (916) 431-6959

Notice 1: Monies collected in excess of tuition and related educational fees are not reimbursable by the STRF. This includes monies for living expenses deposited at the school for periodic disbursement, fees collected by the school for state exams, and fees charged for forms processing assistance.

Notice 2: **STUDENT TUITION RECOVERY FUND.** If you are not a resident of California, you are not eligible for protection under, and recovery from, the 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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student 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 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.

### ***BUYERS RIGHT TO CANCEL AND REFUND RIGHTS***

You have the right to cancel this agreement for educational service, any equipment or other goods and services, as per the cancellation period. Cancellation period: for programs under 50 days 1 business day for each 10; over days, fifth business day following the first class. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellations at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram to the Director of the School listed on front of this agreement.

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 notice of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or, if after the cancellation period, your last date of attendance. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1., School will remit a refund less a registration fee, not to exceed \$75.00 within 30-days following your withdrawal. You are obligated to pay only for educational services rendered and 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, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School shall refund the amount paid by you for equipment.

If you fail to return equipment in good condition, with 30 days, School may retain the documented cost of the listed equipment. You are liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

**REFUND OR TUITION CALCULATION CHART**

The following is the amount of refund of the tuition charges a student will receive if he/she terminates enrollment after completing the following amount of training:

**Professional Driver Course Tuition: \$2730.00**

Percentage	Amount of Refund
10%	\$2,457.00
25%	\$2,047.50
50%	\$1,365.00
60%	\$1,092.00
75%	\$ 682.50

**Basic truck Driver Course Tuition: \$835.00**

Percentage	Amount of Refund
10%	\$ 751.50
25%	\$ 626.25
50%	\$ 417.50
60%	\$ 334.00
75%	\$ 208.75

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (A) You notify School of your withdrawal of the actual date of withdrawal; (B) School terminates your enrollment; (C) You fail to attend classes for a three-day period without approval; (D) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

**REVISION OF PROGRAMS AND TUITION**

The school reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending Students.