

Mission Hill Truck School

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Modesto, CA 95351
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CATALOG

Jan 01, 2012 – Jan 31, 2013

FACULTY:

MANAGEMENT

Parminder Kaur	Director
Parminder Kaur	Administrator

Instructors

Avtar Chattha	Instructor
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Faculty Education & Qualification:

Director & Administrator : Parminder Kaur

Qualification:

- Previously Administrator and Director for Mission hill Truck School till year 2005.
- Degree in Bachelors of Art.
- Diploma in computer sciences.

Instructor; Avtar Chattha,
Cert#: Coafs-05-381652(previously issued)

Qualification:

- Has successfully passed all required DMV tests for class A driver's license with endorsements.
- Enrolled in required Department of Transportation's random drug test program.
- Certified Instructor with Bureau (Cert#: Coafs-05-381652) to teach truck driving course with ten years on the road experience.

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APPROVAL DISCLOSURE STATEMENT

Mission Hill Truck School is a private institution, although the institution is approved to operate by the Bureau for Private Postsecondary and Education (BPPE), in the State of California. The institution's application for re-approval to operate has been under review by the Bureau.

Mission Hill Truck School operates under guidelines established by the Department of Consumer Affairs and the Bureau for Private Postsecondary Education pursuant to California Education Code §94909.

This means that the institution and its operation comply with the standards established for occupational instruction by private postsecondary educational institutions. Institution approval is subject to continuing review based on legislation in place at the time. In California, the license to operate is issued by the Bureau for Private Postsecondary and Education and is issued in accordance with California Education Code Section 94914.

Approval is for: TRACTOR-TRAILER OPERATOR PROGRAM.
TRUCK-DRIVER REFRESHER TRAINING COURSE

MHTS can accommodate up to 10-15 students per month.

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

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

"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.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

Mission Hill Truck School has no pending petition for bankruptcy, nor is operating as a debtor in possession, has filed a petition within the preceding five years. This institution has no 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)

All information in this school catalog is current and correct and is so certified as true by Parminder Kaur, the Executive Officer of **Mission Hill Truck School**.

Parminder Kaur

School official

January 01, 2012

Date

PURPOSE AND PHILOSOPHY

Our purpose at **Mission Hill Truck School** is to prepare students to become safe professional entry-level truck drivers. The objective is to educate and prepare students with the knowledge and skills that will enable them to qualify for entry level jobs in trucking industry. More emphasis is placed on safety and a thorough understanding of Federal Motor Carrier Safety Rules and Regulations in the operation of heavy-duty equipment.

EQUAL OPPORTUNITY

Mission Hill Truck School does not discriminate based on race; color, sex, nationality, creed or ethnic origin in the administration of its educational policies, admission policies, and other school administered programs. Mission Hill encourages individuals with disabilities to visit the school in order to determine if the facilities are adequate for their needs and /or if the training offered would be beneficial for them.

RIGHTS RESERVED

MHTS reserves the right to revise the procedures for admission or graduation, or to modify the staff, to change or modify content of the materials of any course, change tuition fees, class schedules and any other regulations affecting the student body. Such as, but not limited to, suspending or dropping any student whose attendance, conduct, or academic performance does not meet the requirements set forth by MHTS. Initially all changes will commence after a written notice is given with sufficient time for the modifications to be implemented. In addition, students currently enrolled will not be affected by any changes in tuition or course length. Ultimate resolutions of all matters including readmissions of suspended or terminated students will remain with the director.

As per Ed. Code §94897(n) Mission Hill Truck School does not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admissions, student attendance, or sales of educational materials to students.

ADMISSION REQUIREMENTS

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

- Read, write and comprehend English.
- Present a copy of High School Diploma OR
- GED Certificate
- Ability-To-Benefit: Any student that does not have a high school diploma, or transcript showing graduation from an accredited high school, or a valid GED certificate must not be enrolled until the student had taken an Ability-to-Benefit test and received a passing grade. This requirement is absolute. If the student cannot produce proof of high school graduation they must be tested prior to enrollment.
- Be at least 18 years old. Minimum age for interstate driving is 21 years.
- Disclose any felony convictions.
- Submit current Driver License.
- Present a Social Security card and Resident Alien Card, if applicable. (This institution does not admits students from other countries.)
- Pass a (D.O.T.) Department of Transportation physical examination.
- Obtain a Department of Motor Vehicles (DMV) printout.
- Pass a drug screen test. (According to the US Department of Transportation Regulation 382.103, student drivers are required to be tested although they may not yet possess a Commercial Driver License.)

(Note: if applicant has any DUI convictions, more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to the Admissions representative to 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.)

ADMISSION PROCEDURES

Students interested in entering training with **Mission Hill Truck School** should apply for admission for acceptance to begin enrollment and ensure a start date. After completing the enrollment paper work, meeting the Admission Requirements, and Interviewing with an Admission Representative the application will be reviewed and the student will be notified, in a timely manner, of the decision. All decisions concerning admission are confidential. **MHTS** reserves the right to accept, or reject, any applicant

In the interview, the applicant is informed about the program itself, admissions requirements, and school policies in general. Also, during the interview it will be pointed out that if the applicant has any; DUI convictions, more than three moving violations, any Worker's Compensation claims in the past three years, felony convictions, neck or back problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers. If needed, this institution will conduct an evaluation of previous education and training. Then accordingly we will grant appropriate credit.

COURSE DESCRIPTION

All MHTS programs emphasize professional driving, students learn not only driving skills but also, driver and equipment safety, Department of Transportation (D.O.T.) Safety Rules and Regulations, and State Regulations. Our classes are conducted in English. Our Programs are offered full and part-time.

THE INSTITUTION OFFERS COURSES IN ENGLISH LANGUAGES WE DO NOT OFFER ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES

TRACTOR/TRAILER OPERATOR COURSE:

This course is a four weeks program. Classroom and Behind-the-wheel training total 160 hours. Students will first attend 40 hours of classroom training covering such subjects as driver qualifications, log books, defensive driving, job search techniques, etc.. At the end of this training, students will be required to pass the written exam administered by the Department of Motor Vehicle (D.M.V.) and obtain their class 'A' instructional permit. It is necessary to pass and obtain the instructional permit before proceeding to the behind-the-wheel training phase of the training course.

The classroom training is followed by field training which includes 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 an emphasis on defensive driving. Backing, safety and emergency procedures area also practiced extensively. The training also consists of DMV skills practicing, DMV road testing and graduation. Homework is assigned on a regular basis and students must be prepared for an intensive program of study.

TRUCK DRIVER REFRESHER COURSE:

This course is primarily meant, for students who have obtained a Driving Permit from DMV under their own arrangements or have some driving experience. Each case is decided on its merits as to how much training an individual would need. Usually this course is 120 hours, which is divided into 16 hours of Classroom training and 104 hours of Behind-the-wheel Training.

The training also consists of D.O.T. Rules and Regulations, D.M.V. skills practicing, job search training, D.M.V. road testing and graduation. Homework is assigned on a regular basis and students must be prepared for an intensive program of study.

TEXTBOOKS :

We use the textbooks from professional truck driving institutes. The following are the main source of getting information:

TRACTOR / TRAILER DRIVER HANDBOOK & workbook.
CALIFORNIA COMMERCIAL HANDBOOK.

We also use safety videos and classroom maps.

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 five years over-the road experience.
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.
3. Instructors must complete a Train the Trainer course administered by Mission Hill Truck School.

REQUIREMENTS FOR ELIGIBILITY OF LICENSURE

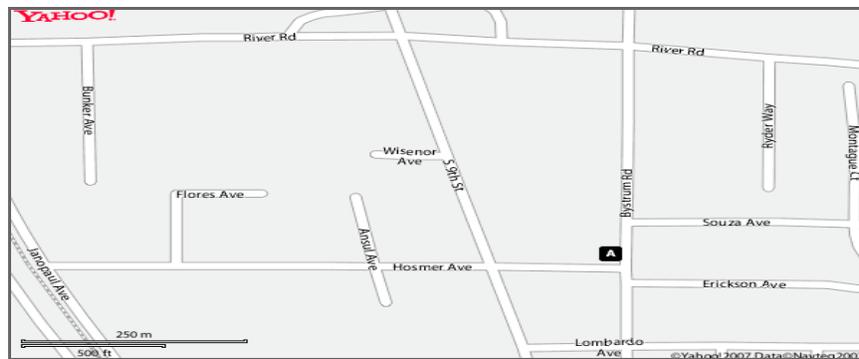
In California, Truck Drivers must have a Class A driver's license to drive heavy trucks. All applicants for a Class A license or for those that are renewing their license, must meet the following minimum requirements:

- Have a good driving record;
- Be at least 18 years old for driving within the state, or 21 years old to transport out of state cargo;
- Pass a medical examination that requires good hearing, 20/40 vision, with or without glasses,
- Normal use of arms and legs (unless one gets a waiver) and normal blood pressure.
- All drivers must pass written exams and road driving tests, and meet the State licensing and driving requirements for the truck being driven.
- Drivers that drive out of the state are tested for drugs at least once every two years; and also must take a drug test before being hired to work and take a drug test after an accident.

OUR FACILITIES AND EQUIPMENT

Our campus is located in an industrial area — the type of area where truck terminals are normally located. Our facilities consist of a classroom, offices and a training yard. MHTS facilities and equipment comply fully with Federal, State, and Local ordinances and regulations.

Class sessions and training will be held at 521 Bystrum Rd, Modesto CA 95351.



Classroom:

The classroom is a well lighted and ventilated area that is designed so that students are in a comfortable learning environment. There is a ratio of one instructor to 8 students (maximum 10). During this training students will be using our various books, handouts and visual aides.

Training Yard:

MHTS's training yard is an all asphalt area for practicing the pre-trip, coupling and uncoupling, and skills maneuvers. The ratio here is one instructor per every three trucks (one student per truck).

Road /Behind-the-wheel training:

This training will be done in well maintained equipment like those being used in today's trucking industry. This equipment includes 2 conventional and 3 cab-over tractors with 28-48 foot van trailers of varying weight. Students may also choose to pull double trailer flat beds. The ratio for this training is one instructor per every 2-4 students.

ATTENDANCE REQUIREMENTS

MHTS requires students to have a good attendance record. Excessive absences or tardiness may be a cause for dismissal as it would be in the trucking industry. If a student has 3 unexcused absences, continued enrollment is permitted only with the approval of the Director. If a student's attendance falls below 60%, an automatic termination of the course will be put in effect. Attendance is considered in the evaluation of each student's performance and when making recommendations to employers.

Absences:

An absence will be considered as "excused" under the following circumstances: illness, death or birth in immediate family. All absences must be authenticated in writing and will be determined "excused" or "un-excused" at the discretion of School Administrators. All other absences will be considered "unexcused."

Tardiness:

Tardiness is a disruption of a learning environment and is discouraged. Being "on time" is not only important for school; it is a fact of life in the trucking industry. Tardiness (10 minutes +) without a legitimate reason on three occasions will be considered as one unexcused absence.

Warning/Drop Procedures:

Any student with two consecutive unexcused absences (whether from absences or tardiness) will receive a warning letter. Students with three consecutive unexcused absences will be sent written notification that they will be dropped from the Program unless immediate arrangements are made with School Administrators. Failure to respond to a drop notification will result in the student being dropped from the program.

Make-up Work:

Make up work will be schedule by the Operations Manager for excused absences only, at no additional fee. All incomplete work must be made up before a student can graduate and will be scheduled depending on equipment and instructor availability.

Leave of Absence:

MHTS recognizes the fact that circumstances may arise during training that would make it difficult for a student to continue training. The Operations Manager may grant a student a Leave of Absence upon written request. A Leave of Absence indicates that the student has sincere intention of resuming his/her education. A student who has been granted a Leave of Absence must enroll in the first class following the end of this leave or the student will be dropped.

PROBATION AND DISMISSAL POLICY:

Students with an unsatisfactory GPA are placed on academic probation for a week. If they do not show improvement during probation, they are dismissed. Any student who wishes to be reinstated must submit a request in writing to the Director.

The following activities at or around school's facilities and equipment will be cause for immediate dismissal:

- Under the influence of alcohol or drugs or not passing a drug test.
- Smoking in unauthorized areas, i.e., Classroom or inside truck.
- Unauthorized truck starting or operation.
- Harassment of fellow students.
- Cheating
- Disobey the dress code for three consecutive times.

Student conduct rules and regulations

The standards of MHTS are patterned after those that exist in the trucking industry. Students are expected to observe the school's regulations, to follow directions given by their instructor, and to conduct them in a manner that is in a credit to the school, their fellow students, and the trucking industry as a whole.

Students are given copies of the Rules and Regulations on the first day of enrollment. The Rules and Regulations are to be read and signed by the student, and the signed copy will then be placed in the students academic record. The Rules and Regulations also inform the student of the school's warning procedure used for unsatisfactory attendance and academic performance.

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DRESS CODE

Students are expected to arrive at school clean and neatly groomed. Around tractors and trailers you will be in contact with dirt and grease, therefore we recommend jeans, T-shirts, sweatshirts and comfortable shoes. For safety reasons, we cannot allow:

- Any open-toe or spike heeled shoes
- Dangling earrings or any loose jewelry
- Large belt buckles
- Bare chests or tank tops
- Long hair that is not tied back
- Excessively short Shorts

ACADEMIC STANDARDS

MHTS requires students to keep a 2.0 GPA (“C” average) for continued enrollment. Students with an unsatisfactory GPA are placed on academic probation for a week. If they do not show improvement during probation, they are dismissed. Any student who wishes to be reinstated must submit a request in writing to the Director.

GRADING SYSTEM

Grades of A, B or C are passing grades. A grade of D is unsatisfactory; a grade of F is failure. A grade of Incomplete shows a need for additional course work.

GRADE LEVEL	PERFORMANCE DEFINITION	GRADE POINT AVERAGE
A = Excellent	90% - 100%	4
B = Above Average	80% - 89%	3
C = Average	70% - 79%	2
D = Unsatisfactory	60% - 69%	1
F = Fail	Below 59%	0
In = Incomplete	Not Complete	0
Dp = Dropped	Dropped	0

SATISFACTORY PROGRESS

Satisfactory progress is defined as a 2.0 GPA for all practical and written work. Students are evaluated weekly and they must maintain a 2.0.

Students must complete all course work within the grading period. Students with “incomplete” will be given a week to make up the work. This must be done in addition to regular work. If the work is not completed, the “Incomplete” will become a failure. Students who are unable to complete the course due to verifiable illness or other special circumstances, will be given credit for all course work previously completed, upon approval by School Administrators.

All training must be completed within 4 weeks (120 hours). If the student does not complete the training within this time frame they may be dropped from the course and will not be eligible to graduate. This does NOT include students waiting for their 1st DMV test appointments or those with prior approval from school administrators.

GRADUATION REQUIREMENTS

Students enrolled in our programs, who have earned a GPA of 2.0 or above and have met all requirements shall be eligible for graduation and will receive a diploma. Any student who fails or does not complete training will receive a transcript indicating the hours completed.

STUDENT RECORDS

According to Article 9 of the act (94900) the following records will be kept in a locked file in the Director’s office:

Academic Records:

An official academic record is maintained for each student.

(a) An institution will maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution will maintain, for each student granted a Certificate/Diploma, *permanent records of all of the following on computer and a hard drive for backup:*

- (1) The certificate or diploma granted and the date on which that certificate or diploma was granted.
- (2) The courses on which the certificate or diploma was based.
- (3) The grades earned by the student in each of those courses. (Official Transcripts)

Financial Records:

Financial records are also maintained for each student, which provide a complete record of tuition charges, payments, refunds, and financial transactions.

RETENTION OF RECORDS

All student records will be stored on the computer flash drive and only the designated personnel have access to the disks. According to Article 9 of the act (94900) the financial records will be kept in a locked, fire resistant cabinet at institution. All records are kept for a minimum of 5 years.

The records will be maintained at: 521 Bystrum Rd, Modesto, CA 95351

If the school closes for any reason, student records will be maintained by the appointed Custodian of Records as required by California Education code. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to the specific information requested.

TUITION FEES*

Total charges for the period of attendance and the estimated schedule of total charges for the entire educational program are the same. The student is solely responsible for all the following fees and charges:

*(Tuition may subject to change)

TRACTOR/TRAILER OPERATOR COURSE.....\$3999.00

And Additional Fees which are **NOT** refundable

- Registration..... \$ 60.00
- STRF..... \$ (\$0.50 for every \$1000.00 rounded to nearest \$1000.00)
- Drug Screen..... \$ 60.00
- DOT Physical.....\$ 50.00
- DMV Permit.....\$ 66.00
- DMV H6 Printout.....\$ 5.00

Total Fees \$4240 00

TRUCK DRIVER REFRESHER COURSE\$3199.00

And Additional Fees* which are **NOT** refundable

- Registration.....\$ 60.00
- STRF..... \$ (\$0.50 for every \$1000.00 rounded to nearest \$1000.00)
- Drug Screen.....\$ 60.00
- DMV Printout.....\$ 5.00

Total Fees \$ 3324.00

*Please note the additional fees may vary depending if the student has a Class “A” Instructional Permit.

REFUND, WITHDRAWAL & CANCELLATION POLICY

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws after the fifth business day of course instruction.

- 1) Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student may cancel their Enrollment Agreement at any time prior to midnight on the 7th (seventh) day following the date of their signature or the first day of class, whichever is later, and receive a refund of all fees paid (minus the application fee and other non-refundable charges). The student must supply the Program Director with a signed letter informing the Program Director of their intent to withdraw from the program within the allotted acceptable time. Upon expiration of this cancellation period, all fees paid are subject to the refund policies outlined in this agreement.

Cancellation occurs when you give a 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 after your Notice of cancellation is received minus the registration fee and any other non-refundable charges.

- 2) If the school has given you any equipment, you should return it to school within the 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30 days 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 the school after starting the course until the tenth business. If you withdraw from the course of instruction after this cancellation period you will NOT receive a refund. If you have withdrawn from the course within the stated time frame as explained in paragraph No-1, the school will remit a refund less a registration fee (not to exceed \$60.00) and any other non-refundable charges within 30 days following your withdrawal date. You are obligated to pay only for educational services rendered and for any unreturned equipment. 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 documented 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 YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THAN A REFUND WILL BE MADE WITHIN 30 DAYS OF THE WITHDRAWAL. IF YOU OWE, MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

If you withdraw or cancel after the tenth business day that your course has started you will NOT be eligible for a refund.

If you do not start within 90 days of the date you signed the enrollment agreement you are NOT eligible for a refund. You may still be entitled to start training, at the discretion of the Director.

The following is an example of a refund due based on the number of days a student has completed training.

<u>Total Contract</u>	<u>Less Registration fee</u>	<u>Tuition Paid</u>
\$4240.00	\$60.00	\$3999.00
<u># of Days of Training Completed</u>	<u>Refund Due</u>	
1st day	\$3799.05	
5th day	\$2999.25	
10th day	\$1999.50	
11th day	\$0.00	

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 your withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for three-day consecutive days. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

The Bureau for Private Postsecondary Education’s (BPPE) Code Section 94859(a)(6) requires that licensed private vocational schools disclose information regarding Refund Calculations to each student who enrolls in the school. If you have any questions regarding these calculations, please contact your Admissions Representative.

- 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 one and three of this section). If a student does not return from an approved leave of absence period as stated in the 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 source 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 Moines 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.

SCHOOL POLICY:

As per §94899.5(a) Institutions that offer short-term programs designed to be completed in one term or 4 months, whichever is less, may require payment of all tuition and fees on the first day of instruction with limitations that shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs. Institutions may not provide private institutional loan funding to a student where indebtedness exceeds the total charges for the current period of attendance.

Per §94899.5(e) At the student’s option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

FINANCIAL POLICY

At this time, Mission Hill Truck School does not participate in federal and state financial aid programs, like student loans or Pell Grants.

STUDENT LOAN POLICY

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

ACCEPTANCE OF PREVIOUSLY EARNED CREDIT:

This institution will conduct an evaluation of previous training for all students, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. The fee will be charged accordingly.

The institution has not entered into an articulation or transfer 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 Mission Hill Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at Mission Hill Truck School is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma 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 Mission Hill Truck School to determine if your credits, diploma or 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 the tuition and suffered a financial loss a result of the school closing, failing to live up to its enrollment, 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:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 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 a taxpayer identification number.

To qualify for STRF reimbursement you must file a STRF application within 1 year of receiving notice from the Bureau that the school is closed. If you did not receive a notice, 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
P.O. Box 980818
West Sacramento, CA 95798-0818**

For more information regarding any school closures you can send a written request to the Bureau for Private Postsecondary at the above address or email the request to bppe@dca.ca.gov.

These are the best ways to submit your request.

If you need immediate assistance, you can call Bureau at (888)370-7589.

STUDENT SERVICES

MHTS and its faculty take pride in assisting our student in any way possible. This assistance is not only to address the student's academic or occupational needs, but it can range from supplying information on local restaurants, public transportation, arranging special and/or make-up training as needed.

(A) The institution does not have dormitory facilities under its control;

(B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate rental cost of \$ 350.00 for a room or \$850.00 for two bedroom houses nearby.

(C) The institution has no responsibility to find or assist a student in finding housing.

Students with special needs that we are not qualified to address, such as personal/family counseling needs, substance abuse, financial problems, etc. are referred to the appropriate community resources. Updated lists of such agencies are available to our students upon request. All services are available during the training period and after graduation.

The institution does not offer library services or distant learning instructions; but the students will have access to books , manuals and other learning material to help them achieve their goals.

MISSION HILL TRUCK SCHOOL DOESN'T ADMIT STUDENTS FROM OTHER COUNTRIES AND DOESN'T PROVIDE VISA SERVICES.

PLACEMENT SERVICES

MHTS works closely with various local, regional, and over-the-road trucking companies who employ entry-level drivers. These companies know the benefits of hiring well-trained entry-level drivers, and having a MHTS Certificate of Completion gives you the credentials required by so many trucking employers. Several companies will send a recruiter to meet with our students and discuss job opportunities and benefits their company can offer.

At MHTS we understand that just having your Commercial Driver's License will not secure you employment, but that you must be able to promote yourself to potential employers. For this reason, our experienced staff can assist you in evaluating employers, developing interviewing skills, completing job applications, and making contact with the company of your choice.

Although, no school can guarantee a student a job, we will guarantee MHTS uses our best efforts to prepare and assist you for a successful career.

DRUG POLICY

MHTS is committed to providing a safe school environment and to promoting the well being and health of its students. That commitment is jeopardized when any student illegally uses drugs or alcohol while on the school premises, comes to school with this substances present in his/her body, or possesses, distributes, or sells drugs here at our facility. The intent of this policy is to offer a helping had to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible while attending MHTS. Therefore, MHTS has established the following policy:

- 1) It is a violation of school policy for any student to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal use of drugs or alcohol on school premises.
- 2) It is a violation of school policy for anyone to report to school under the influence of illegal drugs or alcohol – that is, with illegal drugs or alcohol in his/her body.
- 3) It is a violation of the school policy for anyone to use prescription drugs illegally. (This does include the appropriate use of legally prescribed medication)
- 4) Violations of this policy are subject to disciplinary action up to and including being dropped from the course.

All student enrolled will undergo testing for the presence of illegal drugs as a condition of enrollment. Any student with a confirmed positive test result will be denied enrollment. MHTS will not discriminate against any of past history of drug abuse. The school has adopted testing practices to identify students who use illegal drugs either on or off the campus. It shall be a condition of enrollment for all students to submit to drug testing under the following circumstances: (*More information on the following can be found in your Drug & Alcohol Testing Handbook.*)

- Pre-enrollment Test
- Post-accident Test
- Random Test
- Reasonable Suspicion Test
- Return-to-Duty and Follow-up Tests

Everyone shares responsibility for maintaining a safe school environment and fellow classmates should encourage anyone who uses alcohol or other drugs in the workplace to seek help.

DUI'S

Anyone having any DUI conviction, 3 or more moving violations, a felony conviction, back or neck problems, Workers Compensation claims in the past 3 years, or non-verifiable work history should contact School Administrators before enrolling, so we may assess, on an individual basis, whether or not any of the conditions would prevent the applicant from obtaining an entry-level position in the trucking industry with certain employers.

OPERATING SCHEDULE

Important information or changes in our operating hours, holidays, and revisions of the class schedule will be announced to students in advance.

Enrollment office hours are Monday through Friday, 8 a.m. to 5 p.m. Saturday and Evenings by Appointment.

Class Training Schedule:

MHTS has continuous enrollment. Classes start every Monday, unless otherwise announced by school administrators. Training hours are from Monday thru Friday 8 a.m. to 5 p.m. and 1 hour for lunch.

Flexible Training Schedule:

MHTS also provides students with a flexible training schedule. Prior to the students first schedule day of class, the student will meet with an Admission's Representative and together establish a flexible schedule that coincides with Instructor availability. Generally our Instructors are available between the following times:

Monday thru Thursday — 8 a.m. - 8 p.m.

Friday — 8 a.m. - 5 p.m.

Saturday — 8 a.m. to 3 p.m.

Each session will be no less than 3 hours a day and no less than 3 days a week.

HOLIDAYS OBSERVED

MHTS will be closed on the following Holidays throughout the year. Prior to the holiday closure, a written notice will be posted on campus and any change in class schedule or start dates will also be posted at this time.

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

TRACTOR/TRAILER OPERATOR PROGRAM

Textbooks and supplies :

TRACTOR / TRAILER DRIVER HANDBOOK & workbook.

CALIFORNIA COMMERCIAL HANDBOOK.

We also use safety videos and classroom maps.

DOT Log Book,

Federal Motor Carrier Safety Regulation Pocket Book).

CLASS ROOM TRAINING:

Introduction

Safety Rules and Regulations

Drivers Qualifications and Health Awareness

Hours of Service

Whistleblower Protection

Resume Preparation

Interview Techniques

Manage life-on-road/personal resources

General knowledge

Vehicle Inspections

Basic Vehicle Controls

Vehicle Communicating

Shifting Gears and Controlling Speed

Managing Space

Driving at Night and Hazard Awareness

Emergencies and Accident Procedure

Skid Control Recoveries

Transporting Cargo

Air Brakes

Air Brake System

Dual Air Brake System

Combination Vehicle Air Brakes

Inspecting and Using the Air Brake System

Combination Vehicles

Driving a Combination Vehicle Safely

Coupling and Uncoupling

Inspecting a Combination Vehicle

Endorsements

Double and Triples

Tank Vehicles

Hazardous Materials (HAZMAT)

DMV Written Test

Behind-the-Wheel Training:

Pre-Trip Inspection

- In - Cab
- Cola
- Vehicle Controls & Gears

Vehicle Systems and Reporting Malfunctions

- Vehicle systems-identification and maintenance
- Diagnosing and reporting malfunctions
- Drivers Vehicle Inspection Reports (DVIR)
- Handing and documenting cargo
- Environmental regulations
- Hours of service requirements
- Accident procedures

Coupling & Uncoupling

- Straight Line Backing
- Parallel Parking
- Alley Docking

Safe Operating Practices for Basic Operation

- How to use clutch and shift
- Up shifting - Down Shifting
- How to work Intersections - Safely
- Stop - Start
- Right - Left Turns
- Speed and space management

Rural & Urban Driving

- Freeway Driving
- Railroad Crossing
- Bridges & Over passes
- Mountain Driving— Up & Down Grades
- Negotiating Curves on Roadway

Advanced Operating Practices

- Extreme driving condition
- Hazard perception
- Emergency maneuvers
- Skid control and recovery

DMV Road Test

TRUCK DRIVER REFRESHER COURSE SCHEDULE

Textbooks and supplies :

DOT Log Book,
Federal Motor Carrier Safety Regulation Pocket Book.
Safety videos.

CLASS ROOM TRAINING

Introduction — Safety Rules and Regulations
Drivers Qualifications and Health Awareness
Hours of Service and Whistleblower Protection
Resume Preparation and Interview Techniques
Manage life-on-road/personal resources
Endorsements— Doubles, Tankers, Haz Mat

BEHIND-THE-WHEEL TRAINING

Pre-Trip Inspection

In - Cab & Cola
Vehicle Controls & Gears

Vehicle Systems and Reporting Malfunctions

Vehicle systems-identification and maintenance
Diagnosing and reporting malfunctions
Drivers Vehicle Inspection Reports (DVIR)
Handing and documenting cargo
Environmental regulations & Accident procedures
Hours of service requirements

Coupling & Uncoupling

Straight Line Backing
Parallel Parking and Alley Docking

Safe Operating Practices for Basic Operation

How to use clutch and shift (Up shifting - Down Shifting)
How to work Intersections - Safely
Stop - Start and Right - Left Turns
Speed and space management

Rural & Urban Driving

Freeway Driving
Railroad Crossing, Bridges & Over passes
Mountain Driving— Up & Down Grades
Negotiating Curves on Roadway

Advanced Operating Practices

Extreme driving condition
Hazard perception and Emergency maneuvers
Skid control and recovery

DMV Road Test

STUDENT COMPLAINT POLICY/GRIEVANCES

Students are encouraged at all times, to verbally communicate any concerns to the school administration for an amicable solution. Please use the following procedures to handle any and all complaints. Students may use a school complaint form or a separate sheet of paper for this purpose.

1. First express your concern to your primary instructor for an immediate resolution.
2. If the instructor can not solve your problem/concern verbally, a written request can be made to a member the administration for resolution.
3. If the administration cannot solve your concern verbally, the student must submit a written letter of complaint containing all the relevant information to the Operations Manager. It is recommended that the written complaint be prepared within 48 hours of the initial incident or complaint.
4. The School Administrator, Operations Manager, or both will verify that the student has made a verbal attempt to resolve the complaint. If the student has followed the above 3 steps, a grievance session will be made and this will include all involved parties. Each party involved will be asked to present their version of the incident prior to all the parties being present.
5. Any or all students or instructors must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident or complaint. The Operation Manager will issue a written statement to all parties within 48 hours after the end of the grievance meeting.
6. If the decision is unacceptable to the student, within 48 hours they must send written copies of all documents and a letter to the Director 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.

Still unresolved complaint may be directed to:

*Bureau for Private Postsecondary Education
P.O. Box 980818,
West Sacramento, CA 95798-0818*

This organization's ruling will be final.

For more information regarding any unresolved complaints you can send a written request to the

*Bureau for Private Postsecondary Education
P.O. Box 980818,
West Sacramento, CA 95798-0818*

You can also email the request to bppe@dca.ca.gov. These are the best ways to submit your request.

“ A student or any member of the public may file a complaint about this institution with the Bureau for Postsecondary Education by calling 1-800-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov”.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS COMPLAINT POLICY.

SIGNATURE

MM DD YY

PRINT NAME

CATALOG POLICY:

The Mission Hill Truck School catalog lists the requirements for all the programs offered by the institution. All students are encouraged to get current copy of the catalog.

Institution shall provide a hardcopy of the school catalog to any person upon request. In addition, Institution will provide student brochures to any interested person upon request.

A catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The institution reserves the right to make changes in its program offerings, regulations, procedures and charges. Any statement made in these publications is for current informational purposes only and is subject to change by the governing body of Mission Hill Truck School or its duly authorized representatives.

In order to receive a diploma, a student must have satisfied, at the time of graduation, all requirements from a catalog.

The catalog may be either the unexpired catalog in effect when the student was first admitted and enrolled at Mission Hill Truck School or any subsequent catalog in effect while the student was enrolled that has not yet expired. Students enrolled in programs must meet the requirements most recently approved by the accrediting agency or licensing authority.

Former students who wish to complete graduation requirements more than six months after their initial enrollment at Mission Hill Truck School must apply for readmission and complete all the requirements in effect at the time of their re-enrollment.

STUDENT RESPONSIBILITY:

It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all other deadlines, rules, and regulations published in the catalog.

While academic advisors or officials assist students in interpreting policies and requirements and making plans, the final responsibility for meeting requirements and adhering to policies belongs to each student.

Mission Hill

Truck School