Green Valley Truck School

400 12th Street Suite 16
Modesto CA. 95354
(209) 521-3995

Green Valley Truck School:

Is a Private Institution and that is Approved to operate by the Bureau for Private Post secondary Education." CEC 94909(a)(2)

School Catalog

www.GreenValleyTruckSchool.com

*****Please note: anything on this checklist with " " needs to be verbatim (word for word)**

"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." CEC 94909(a)(3)(B)

Questions

There should be no problems between the customer or student and GVTS but incase there is any student's Question with no satisfactory answer or any problem concerning this school, then they could be sent to the school address to the attention of: Maria C. Madera, 400 12 Street Suite16, Modesto CA 95354, in there, it must be appropriately reviewed, answered and resolved. In case that question or problem has not been satisfactory, answered or resolved by the school, then:

"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) (Phone Number: (888) 370-7589, Fax Number: (916) 263-1897)". CEC 94909(a)(3)(A)

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897
CEC 94909 (3)(A)

Complains and Grievances

There should be no problems between the customer or student and GVTS but incase there is any student's Question with no satisfactory answer or any problem concerning this school, then they could be sent to the school address to the attention of: Maria C. Madera, 400 12 Street Suite16, Modesto CA 95354, in there, it must be appropriately reviewed, answered and resolved. In case that question or problem have not been satisfactory, answered or resolved by the school, then:

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).**"** CEC 94909(a) (3) (C) 71810 (b) (14)

Mission and Objectives

Green Valley Truck School: Is a private institution and that is approved to operate by the Bureau for Private Post Secondary Education. CEC 4909(a)(2)

Green Valley Truck School also known as **GVTS** is dedicated to helping people gain success by providing the necessary tools to prepare students to drive commercial vehicles and obtain a class **A** or **B** license to better their future. An important component of our courses are traffic rules and public safety, which not only asset the student driver, but are also a great benefit to the general public.

Green Valley Truck School provides the knowledge and techniques to its students in order to achieve the skills required to perform the driver's job.

Green Valley Truck School will be the solution for the need in qualified drivers demanded by the market. According to the California Projections of Employment, Published by the Labor Market Information Division of the EDD, it is estimated that there will be 50,000 job openings through 2015 **(These figures do not include self-employment or openings due to (turnovers).**

Spanish Courses: Green Valley Truck School is currently offering courses in Spanish. All materials offered will be provided in Spanish upon request, including any handbook or textbooks required by the course.

Programs

Syllabus 2013-2014

Class A Course.

Choices:		$			Hours				
1	Refresh	2500		Choices	1	2	3	4	5
2	Entry Level (2 People)	4500	Theoretic	Class room	40	40	40	40	40
3	Professional	6000	Practical	Inspection	5	32	32	32	32
4	Master	8000	Practical	Backing	5	46	46	46	46
5	Master Experienced	10000	Practical	Driving	5	42	62	62	62
				Total	55	160	180	180	180
			Theoretic	Master C.R.	0	0	0	163	163
				Master Driving	0	0	0	48	48
				Total				211	211
				Master Exp.	0	0	0	0	500
				Total					500
			Total	Hours	55	160	180	391	89
			Total	Miles	200	779	1009	2009	27009

CEC 94909(a)(5) (9)

A specific Starting date and Ending date will be given on the time the contract is made, according to the Program choice you selected, each Program Choice last about 6 or 7 weeks approximately (Except the Refresh choice) , 5 hours daily, Monday to Friday. Classes start every Monday, so, if you Starting date is November 19, 2014 the Ending date will be December 28, 2014. approximately.
Master choice will extend another 8 weeks from this Ending date.
Master experienced will extend 3 months after the ending date of the Master choice.

Programs

Syllabus 2013-2014

Class B Course.

Choices:		$			Hours				
1	Refresh	2200			1	2	3	4	5
2	Entry Level (2 People)	4000	Theoretic	Class room	15	15	15	15	15
3	Professional	5000	Practical	Inspection	5	32	32	32	32
4	Master	6000	Practical	Backing	5	46	46	46	46
5	Master Experienced	8000	Practical	Driving	5	48	48	58	58
				Total	30	140	140	150	150
			Theoretic	Master C.R.	0	0	0	163	163
			Practical	Master Driving	0	0	0	48	48
				Total				211	211
			Practical	Master Exp.	0	0	0	0	500
				Total					500
			Total	Hours	30	140	140	361	861
			Total	Miles	716	749	949	1949	26949

CEC 94909(a)(5) (9)

A specific Starting date and Ending date will be given on the time the contract is made, according to the Program choice you selected, each Program Choice last about 6 or 7 weeks approximately (Except the Refresh choice) , 5 hours daily, Monday to Friday. Classes start every Monday, so, if you Starting date is November 19, 2014 the Ending date will be December 28, 2014. approximately.
Master choice will extend another 8 weeks from this Ending date.
Master experienced will extend 3 months after the ending date of the Master choice.

Expenses, Tuition and Fees:

The customer must complete a total of ____ hours of the Theoretical and Practical Course according to the class **A or B** Program choices.

Theoretical

Options:	*Hours*	*$ Cost*
☐ Air Brakes	_____	60.00
☐ Combinations	_____	60.00
☐ General Knowledge	_____	80.00
☐ Doubles (Endorsement)	_____	60.00
☐ Tankers (Endorsement)	_____	60.00
☐ Hazardous Materials (Endmt)	_____	80.00

The cost of the **Theoretical** Course will be denominated in this contract as **Expenses.**

And the total cost is: **$ 400.00.**

Practical (According to the Program and choices**)**

Options:	*Hours*	*$ Cost*
☐ Inspection	_____	_____
☐ Reverse	_____	_____
☐ Driving	_____	_____

The cost of the **Practical** Course will be denominated in this contract as **Tuition**. (it will be according to the selected choice Program).

And the total cost is: **$ _____.**

CEC 94909(a) (9)

There are five **Pre-Tuition Fees,** which **COULD BE REFUNDABLE**, if those have not being applied or paid to the service supplier, those are:

- Enrollment application	($100.00)	Refundable	Yes☐	No☐
- Medical Card	($55.00)	Refundable	Yes☐	No☐
- Drug Test	($75.00)	Refundable	Yes☐	No☐
- Random Test Program	($10.00)	Refundable	Yes☐	No☐
- DMV fees	($70.00)	Refundable	Yes☐	No☐

The Total **Pre-Tuition Fees** are**: $ 310.00**

STUDENT TUITION RECOVERY FUND = STRF

STRF fee is 0.50 per $1000 of tuition charges (non-refundable)
(California Residents Only)

STRF = $_____.

The Didactic Material Fees could be excluded from this contract and could be bought by the customer on his or her own.

There is a cancellation fee of **$ 100.00 Dollars,** in case the **customer cancels this contract** for any unjustified cause.

The total Cost is as follow:

Expenses.	**$ 400.00**
Tuition. (According to the Schedule and choices).	**$_____**
Pre-Tuition Fees.	**$ 310.00**
Student Tuition Recovery Fund. (non-refundable) **(California Residents Only)**	**$_____**
TOTAL =	**$_____**

The total cost has to be paid in advance by the customer, unless there is a written contract attached, showing other payment conditions.

CEC 94909(a) (9)

Class A or B.

Class Hours Provided: To assure the success of each student, Green Valley Truck School will provide the necessary hours of **Theoretical** class instruction according to the following schedule: (Class B Takes; Air Brakes and General knowledge only)

Air Brakes	5 Hours.
Combinations	5 Hours
General Knowledge	10 Hours
Doubles (Elective)	5 Hours
Tanks (Elective)	5 Hours
Hazardous Material (Elective).	10 Hours

Also GVTS will provide the necessary hours of **Practical** class instruction according to the choice of the selected course **Program**, shown on the previous page (7).

Graduation requirements:

Theoretical and Practical Course

If the students accomplish each of their responsibilities and pass the written and the road test given by the DMV, then the student will get its **DMV license** and also will become a **Graduate** student in Green Valley Truck School.

*If a student does not pass the **Theoretical written DMV exam** at the DMV, after their 3 chances, which is required to go on to the Practical part of the course, he/she will have the following options:
The student can retake the **Theoretical** class and have another 3 tries at passing the DMV written exam at no extra cost with GVTS but the student will pay again the DMV fee.

*If a student does not pass the **Practical DMV exam** at the DMV, after their 3 chances, which is required to get its license at the DMV, he/she will have the following options:
The student can retake another 3 tries at passing the DMV practical exam at no extra cost with GVTS but the student will pay again the DMV fee.

Endorsement Electives

The student must pass the DMV endorsement test in order to receive the endorsement on His/her license. They are given three chances to pass each endorsement test. In case the student fails, he/she has the option of retaking the endorsement class at no extra cost with GVTS but the student will pay again the DMV fee.

Description of the Instruction

Teachers prepare instructional materials and instructional tools. Such teaching tools that are crucial to the hands-on training students receive. Instructors will provide the student's **Theoretical** instruction, in order to pass the written exams that are essential to receiving the license permit from the DMV. There are three written exams the DMV requires the student to pass in order for them to have the permit: **General Knowledge, Combinations, and Air Brakes**. There are another three **optional** written exams that could be taken at any time, even after the student receives the Professional License. **The three optional exams are: Doubles / Triples, Tanks, and Hazardous Materials.**

Instructors will also give the students, **Practical** instruction, in which the instructor shows the student how to operate the vehicles. The instructor lets the students practice to achieve the necessary skills to pass the final operational test to get the **Professional class 'A' or 'B'** license from the DMV. Three **Practical** basic skills are required and must be passed by the student. These skills include: **Pre-Trip Inspection, Reverse or Backing, and Driving on the road**.

Instructors, sometimes known as **"**teachers", educate truck drivers. Some specialize in single subjects, like **Theoretical** instruction or the **Practical** Instruction, while others specialize in both parts. They choose their own instructional methods, which vary from formal lecture to open, spirited discussion. Teachers use a variety of media and demonstration materials to get students involved in the educational process. Instructional content and textbooks are usually determined by state government board standards and Green Valley Truck School curriculum guidelines approved by the DMV or the Board of Education.

Faculty: The Instructors will be required to have the following: A GED or a High School Diploma, class "A" Driver's license with hazardous material endorsements, a minimum of five years experience as a truck driver or a certificate of instruction from this school or any other truck driving schools, no record of any violations of the Act. **CEC 94909 (a)(7).**

Minimum level of education:

GVTS requires that all their students pass a simple English (or Spanish) and Arithmetic test prior to taking any courses offered at GVTS.

STUDENT'S RIGHT TO CANCEL.

♦ The Seller without penalty or obligation shall refund 100 % of the amount paid for institutional charges, less the **Application fee which is $ 100.00 Dollars** and **Cancellation fee which is $ 100.00 Dollars,** if **Contract is cancelled** prior to or on the first day of class or the seventh days after enrollment, whichever is later. CEC 94911(e0(1)

_____
Initial

♦ All the customers must advise in writing any notification of **withdrawal or cancellation** and any request for a refund .The explanation has to be addressed to: Maria C. Madera, Director and Owner, at 400 12 Street Suite 16., Modesto CA. 95354, which is the school address.

_____
Initial

♦The seller shall pay or credit the refund due on the **30 days following the date upon** which the Student's withdrawal has been communicated in writing.

_____
Initial

TUITION REFUND POLICY:

♦If the STUDENT has received federal student financial aids FUNDS, the student is entitle to a **refund** of moneys not paid for FEDERAL STUDENT FINANCIAL AID program funds. CEC 9411(e)(2)

If the student obtains a loan for an educational program, the student will have the responsibility to repay the full amount o the loan plus interest, less the amount of any **refund**. CEC 9411 (f)

_____
Initial

♦The Seller without penalty or obligation shall **refund** 100 % of the amount paid for institutional charges, **less the Application fee which is $ 100.00 Dollars and Cancellation fee which is $ 100.00 Dollars,** if contract is cancelled prior to or on the seventh day of the classes whichever is after.

♦The Pre-enrollment Legal and Didactic Material Fees could be **refunded** if they have not yet been applied, meaning that GVTS has not paid for any portion of the Pre-enrollment Legal Fees and any portion of the Didactic Materials. CEC 94911(e)(3)

♦If the client withdraws at any time after the first day of class, or at any time there after prior to the completion of the courses, or otherwise fails to complete the period of enrollment, the institutional **refund policy** for students who have completed 60 percent or less of the 170 hours of class instruction provided shall be a pro-rated refund as follows:

_____
Initial

Example Only **CEC 94909(a) (9)**

Example of TOTAL Cost value of the Professional class A Course of 180 instruction hours.

The TOTAL Cost is as follow:

Expenses.	**$ 400.00**
Tuition.	**$ 5290.00**
Pre-Tuition Fees	**$ 310.00**
Student Tuition Recovery Fund. (non-refundable) **(Only for California residents)**	**$**
TOTAL =	**$ 6000.00**

- The Pre-Tuition Fees + STRF. (It Makes a total of **$ 310.00.00 dollars**) **This portion will be refund according to the policies 9, 10 and 11 shown in the contract.**

- The Theoretical and Practical course, which are the **Expenses** + **Tuition** (It Makes a total of **$ 5690.00 dollars**) divided in 180 hours, it is equal to: **$ 29.94 per hour**.

- If the customer attends 96 hours, which is 53% of 180 hours, then deduct of 180 the 96 hours attended and the leftover balance will be 84 hours, times 84 per $ 29.94 (which correspond to the price per hour) and will be **$ 2514.96.00 Dollars This portion will be refund according to the policies 9, 10 and 11 shown in the contract.**

♦The seller shall pay or credit the **refund** due on the **30 days** following the date upon which the Student's withdrawal has been determined.

_____
Initial

♦ **If the student completes 60% or more of the classes, he or she will not be eligible for a refund.** CEC 94911(e)(3)

Attendance policies:

There are a seventh days **Probation** period next the enrollment date, after that period the student should follow the following policies:

Any violation of the **Legal Requirements** or any violation of the **Prohibited Conduct** could result in the **Dismissal** from GVTS.
Similarly, if the student is not able to follow the **Student Responsibility** rules he or she is susceptible to **Suspension** until the conduct is corrected.

The student must attend the classes according to the schedule. Failure to observe the class schedule, any unreported **absence** of three scheduled classes, or 6 tardiest will result in **suspension** of the course until the next similar class is available for the student to start over. This is due to the fact that the course is only 35 days long and 3 days will be equivalent to 10% of the class. Being 40 minutes late to a class is considered a tardy since this is about 13% of a class period. **CEC 94909(a)(8)(E)**

Leave of absence:

Any student or customer could request in writing a **leave of absence** explaining the reason of His or Her decision, this should be provided before the absence occurred and GVTS will reschedule the classes according to the needs of the customer. **CEC 94909(a)(8)(E)**

The Grading Standards are:

Grading Criteria: **The** Theoretical **class includes some chapter tests which will be graded as follows.**

A = 100% - 90%
B = 89.9% - 80%
C = 79.9% - 70%
D = 69.9% - 60%
F = 59.9% - 0%

Any grade over 85% is considered a passing grade. Examples of the chapter test are provided in the following pages.

The Practical **class will be graded by the instructor according to skill. The following will be used as a grading guide for the instructors:**

0 = Great Risk	**(Failed student)**
1 = Understand Instructions	**(Depends to much on Instructor)**
2 = Practices Instructions Well	**(Small dependence on Instructor)**
3 = Shows Understanding and Security	**(Demonstrates some independence)**
4 = Masters with Security	**(Independent from Instructor)**

Any grade over 2 will be considered a passing grade.

Student Responsibilities in classes:

The student must develop the ability to respond to whatever is taught by the instructor and also must comply with the following:

- To attend classes according to the schedule.
- To follow the instructions of the teacher.
- To pass the written exams provided by the DMV.
- When backing or driving into the yard, vehicle top speed shall not exceed idle speed (1St. and Reverse gears only).
- Vehicle's top speed on the highway shall not exceed 55 mph or the legal posted speed limit.
- In order to drive on public roads, before leaving the yard the student must show the Instructor the following: Valid driver license, Valid CDL permit, valid medical card, Log book (7 previous days), and the daily inspection report.
- The student must, on a daily bases, initial the classroom and field attendance hourly cards and the progress grades by the end of the class day.

Scholastic regulations:

Legal requirements:

*The student must accomplish the following req*uirements *prior to starting the class*:

-Pass an English reading exam.

-Pass an arithmetic exam.

-Show INS residence status to DMV.

-Show Social Security card to DMV.

-Bring a DMV print out.

- Be able to enroll in the Random drug test.
- Bring the current medical card.
- Be able to get a drug and alcohol test.

-Allow GVTS to check with current or previous employer if there is a drug and/or alcohol history.

-Be aware of the FMCSR of US Dept. of Transportation, agree and sign that he/she has knowledge of Parts 40, 382, 383, 390, 397, 399 Subchapter B, Chapter3, Title 49 of the Code of Federal regulation.

-**Pay for the course in advance.**

Prohibited conduct:

The student shall restrain themselves from the following conditions of behavior:

- Falsification of any kind of record.
- Theft, or deliberately careless damage of any property being on the company site.
- Provoking a fight or carrying any dangerous weapon during class hours.
- Consuming, possessing, or being under the influence of alcohol or drugs during class hours.
- Insubordination or refusal to obey instructions, as well as the use of abusive or threatening language towards the instructor or any other person related to GVTS.
- Unauthorized use of company equipment, materials, facilities or unauthorized distributing of literature or any written or printed material belonging to GVTS.
- Unreported absence of three schedule classes or failure to observe the class schedule.
- Removing or borrowing company property without prior authorization.
- Making derogatory, racial, ethnic, religious, sexual remarks or gestures, or any violation of the prohibited harassment policy.
- Violation of any safety, health, security, or company rules.

Title IV:

This GVTS institution does not participate in federal and state financial aid programs, furthermore, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs does not apply in this contract. CEC 94909(a) (10)

Loans:

Because GVTS institution does not participate in federal and state financial aid programs, their student or customers does not obtains a loan to pay for an educational program, but in case any customer or student get a loan, then, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
CEC 94909(a)(11)

♦ 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 guaranteed agency may take action against the student, including applying any income tax refund to which the person 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.

_____
Initial

Bankruptcy:

The GVTS institution does not has a pending petition in bankruptcy, is not operating as a debtor in possession, it does not has filed a petition within the preceding five years, or it does not 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.). CEC 94909(a) (12)

STRF Disclosure from CCR 76215.

STRF fee is non-refundable.

The student is responsible for paying the state assessment amount for the STRF New education Code §94810(a)(10), (11); **STRF fee is non-refundable**.

*****Please note: anything on this checklist with " " needs to be verbatim (word for word)**

"You must pay the state-imposed fee for Student Tuition Recovery Fund (STRF) (and the STRF fee is non-refundable) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of you 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're not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
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."

B - In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) (and the STRF fee is non-refundable) to relive or mitigate Economics losses suffered students who are California residents, or are enrolled in a residency program Attending certain school regulated by the **Bureau for Private Postsecondary Education**.

You may be eligible for STFR (and the STRF fee is non-refundable), if you are a California resident or are in a residency program, prepaid institution, Paid the STRF assessment, and suffered an economic loss as a result 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 material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. - An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Transfer out:

*****Please note: anything on this checklist with " " needs to be verbatim (word for word)**

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Green Valley Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in class **A** or **B** license is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this GVTS institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this GVTS institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Green Valley Truck School to determine if your certificate will transfer." CEC 94909(a)(15)

Facilities & Equipment:

Facilities: GVTS counts with a class room 20' by 20' with 10 computers to receive the classes on one on one bases, You will perform this procedure in your own pace with the help of a professional instructor that will assist you with the questions you could have, beside the book and the instructions you will watch the movies related to each topic you need to cover, after you watched them, then you will practice the tests on the computer for the topic already covered and once you passed them, you will do the final written test at the DMV to get you driving permit.

Equipment: Once you got your driving permit then you will step forth doing the behind the wheel trainee witch is the: Inspection of the vehicle, the backing and the driving, **GVTS** counts with a yard to perform those practices, for each course of study, all of the following equipment mentioned below will be used and is owned by Green Valley Truck School and can be used to instruct a group of 4 students at a time receiving the classes on one on one base. Once that you feel confident and secure with the trainee you received, then you will do the final test at the DMD in order to get your class **A or B** license.

CCR 71810(b) (9)

CCR 71810(b)(9)

Library:

Although GVTS has not a physical library as additional service for customers, however GVTS provides 7 computers to be accessed as a resource to get the necessary information trough the internet, in there the student could download any document or file to complement His or Her studies.
The customer will request the computer to the office manager and the computer will be assigned to the student right away. CCR 71810(b) (10)

Services:

The customers of GVTS will receive the following services:

Availability of bilingual personal. (Spanish and English)
A clerk person taking care of the customer.
The orientation to cover all the legal requirements.

- Drug Test.
- Random Test Program.
- Medical Card.
- Home Land Security background check, through the Finger prints
- Log book compliance.
- DMV clean record.
- DMV print out.
- DMV driver permit.
- DMV driver license class A or B.

Class room Instruction with Professional Instructors
Class room with utilities, A/C and clean rest room and supplies.
Class room material and supplies.
Coffee room and supplies.
The CDL hand book and the FMCSR book to study.
The use of one Computer to practice the class and DMV test.
Behind the wheel Instruction with 2 Professional Instructors.
The use of one truck with the trailer to practice the class and DMV test.

Clean and safe equipment with insurance and license plates.
A clerk person handling the Job Placement assistance.

CCR 71810(b) (12)

VISA:

The GVTS institution does not admit students from other countries, (unless those students were permanent residents or American citizen, other wise DMV won issue a DMV license) Because DMV provide the CDL hand books in English and Spanish, the Spanish people can make the written test in Spanish, so all of the following disclosures won be needed:

Whether English language services, including instruction, are provided and, if so, the nature of the service and its cost.

Whether the visa services are provided or whether the institution will vouch for student status, and any associated charges. CCR 71810(b) (3)

The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted. CCR 71810(b) (4)

Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiencies, such as the Unites States Foreign Service Language Rating System, that will be accepted. CCR 71810(b) (5)

Experiential Credit:

The GVTS institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay, are described on the refresher course choice offered in those Programs (Pages 4 & 5), also are as follow:
The customer or student should give prove of previous experience and must be able to pass a GVTS practical test. CCR 71810(b)(7)

Financial Aid:

The GVTS institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program are not needed at this point since GVTS currently is not participating in any state or federal financial aid program. CCR 71810(b) (6)

Distance Education:

The GVTS institution is not offering distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation, do not apply at this moment. CCR 71810(b) (11)

Online Disclosure:

The GVTS institution is not offering Distance Educational Programs at this time- Specific Provisions for Instruction Not in Real Time is not applicable at this moment, CCR 71716.

Housing

"The institution has no responsibility to find or assist a student in finding housing", the program is 'non- residential "does not satisfy this subparagraph. CCR 71810913)(C)

Job placement: Without commitment or obligation to Green Valley Truck School to find a job for the customer, there will be one day (8 hours) available to the students towards the end of the course, to have one student at a time per hour learn how, through the Internet, they can get in contact with the jobs available on the market. This task will be made available by Jorge Cobian. The computers available to the students for this day are located in the classroom area. An example of the web pages they can access will be provided to the students upon request. There will also be a bulletin board containing a printout of the current jobs available on the market, and could be checked by all the graduated customers at any time.

Record Retention:

Student records will be started by the marketing department to gather all the necessary forms and materials from the student. Then they will be transferred to the personnel department to be maintained in a locked file cabinet. A back-up copy will be maintained in a USB separate storage facility for safety reasons. Every student will be assigned a student ID number. Green Valley Truck School will use this, along with the student's name, to keep all of the student information organized. After a student has graduated, his or her file will be maintained at the storage site for a minimum of five years. A student's file will be maintained for a minimum of five years even if a student does not complete the course. The Transcripts are to be kept permanently at the storage site, Included in the file will be all of the following information separated by sections within the files:

1. Contract with school, instruments of indebtedness.
2. Copies of all Legal requirements (mentioned in section 9.2) such as DMV print out, Pull Notice Program enrollment, current Medical Card, etc.
3. Completion of English and Arithmetic exam.
4. Records of the dates of enrollment (stated in the Contract), records of withdrawal, leaves of absence, and graduation.
5. Financial Information (proof of payment, etc.)
6. Any refund records (when applicable), including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent.
7. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
8. Student's Class Attendance and Grades.

9. Certificate of Completion.
10. Copies of all policies or notices and disclosures issued to the student.
11. Miscellaneous Section (complaints, special requests, Instructor Evaluation, etc).

File Maintenance: During the course, any forms turned in from the Instructors, Finance Dept., or others, that will need to be added to the student's file, will be turned in to the personnel department for filing. The Personnel department will scan those documents and will send a USB back-up copy of the file to a separate storage facility.

File Storage: Files will be stored in a locked and confidential file cabinet not accessible to the public. The file cabinet will be kept at the administrative office site and a USB back-up copy of the files will be kept at a separate storage facility. There will also be some files, like financial files, that will also be kept on computer hard disks. These USB flash drive and computers will also be located at the administrative office site. The disks will be backed up every month and the USB back-up copies will be maintained at a separate storage facility. Once the student has completed the course and their file is considered closed, the file will be also transferred to a safe and separate storage facility. The file will be kept in storage for five years in case it is required, After that, the file will be properly shredded.

The Transcripts are to be kept permanently in case it is required. CCR 71810(b)(15)

Safekeeping: The student's records will be kept in a locked file cabinet. A set of back-up scan files will be kept into a USB flash drive at a safe storage facility separate from the office location. The storage facility is located at 908 Changason Way Modesto CA 95354. Some information, like financial records, will also be kept on computer USB flash drive. The information that is imputed into computer USB flash drive will be backed up on a monthly base. The back-up USB will be kept at the same storage place as the back-up files. Once the student has completed the course and their file is considered closed the file will be transferred to a safe storage location within the administrative office. The file will be kept in storage for five years in case it is required. After that the file will be properly discard or shredded.

The Transcripts are to be kept permanently in case it is required. CCR 71810(b)(15)

Green Valley Truck School could use its Rights to Cancel or deny its service when it considers the public safety under risk or if the customer does not meet the Scholastic regulations.

The current charges could be update at any time by the seller without previous notice to potential Customers, the real customer will not have changes on the current charges once this contract has been signed.

Why choose Green Valley Truck School?

Because we do not lie just to get your business, we are honest and sincere and very confident of our teaching techniques and we have the right equipment to do the job you are looking for, also we will give you the following Professional Services:

One on one Instruction.

Learning in your own Pace.

Green Valley Truck School graduation Certificate.

Instruction to get the DMV Permit.

Instruction to get your DMV License.

Assistance in Job placement.

Just go to our web page www.greenvalleytruckschool.com and Look for the testimonies of our previous customers and the Performance Fact Sheet that also you will see next.

School Location: **400 12 Street Suite 16, Modesto CA. 95354**

<u>Directions</u>:

If you are coming from North 99.

Take the Central exit and go to the 3Th. next coming lights.

Go left (East) on G St. to get to 12 Street.

Make a right (South) on 12 Street and go all the way to the end of the street (3 blocks). To D Street.

We are located right on the corner of 12 Street. and D St. on your left hand; go to the second floor on Suite 16.

If you are coming from South 99.

Take the Central exit and go to the next coming light.

Go right (East) on G Street. to get to 12 Street.

Make a right (South) on 12 Street and go all the way to the end of the street (3 blocks). To D Street.

We are located right on the corner of 12 Street. and D St. on your left hand; go to the second floor on Suite 16.