

Table of Contents

WHO WE ARE.....	6
PHILOSOPHY	7
MISSION STATEMENT	8
OBJECTIVES.....	8
OWNERSHIP	9
WHAT SHOULD I KNOW?.....	9
<i>Approvals and Affiliations.....</i>	<i>9</i>
<i>Required Statements</i>	<i>9</i>
<i>List of Courses.....</i>	<i>10</i>
<i>Average Class Size</i>	<i>11</i>
<i>Catalog of Entry.....</i>	<i>12</i>
<i>Holidays</i>	<i>12</i>
<i>Office Hours.....</i>	<i>13</i>
<i>Non-Discriminations Policy</i>	<i>13</i>
<i>Equal Opportunity Policy.....</i>	<i>13</i>
<i>Student Conduct.....</i>	<i>13</i>
<i>Substance Abuse</i>	<i>14</i>
<i>Drug Free School Policy</i>	<i>15</i>
<i>Start Dates</i>	<i>15</i>
<i>Physical facilities.....</i>	<i>15</i>
ENROLLMENT – ADMISSIONS REQUIREMENTS AND PROCEDURES.....	16
<i>Enrollment / Admissions Requirements</i>	<i>16</i>
<i>Enrollment Procedure.....</i>	<i>17</i>
<i>Nullification of Application.....</i>	<i>19</i>
<i>Acceptance.....</i>	<i>19</i>
STUDENT RECORD.....	19
<i>Student Files.....</i>	<i>19</i>
<i>Transfer Policy/ Credit for prior Experiential Learning.....</i>	<i>20</i>
<i>Transferability of Credits and Credentials Earned</i>	<i>20</i>
<i>Articulation or Transfer Agreements.....</i>	<i>20</i>
<i>Program Cost.....</i>	<i>21</i>
<i>Registration, Tuition and Other Fees.....</i>	<i>21</i>
<i>Change in Tuition Fees.....</i>	<i>22</i>
<i>Payment Methods</i>	<i>22</i>

<i>Financial Assistance</i>	22
<i>Payment Default</i>	23
WITHDRAWAL AND CANCELLATION POLICY	23
<i>School Drop Policy/ Program Dismissal</i>	24
<i>Refund Time Limits</i>	26
<i>Tuition Refund Schedule</i>	26
<i>Interruption / Discontinuation of Program</i>	27
<i>Third Party Payers</i>	27
STUDENT TUITION RECOVERY FUND	28
<i>Catalog Disclosure / Student Tuition Recovery Fund §76215</i>	28
<i>Bureau for Private Postsecondary Education</i>	29
ACADEMIC STANDARDS	30
<i>What academic standards must I meet?</i>	30
<i>Credit/Clock Hour</i>	30
<i>Satisfactory Academic Progress</i>	30
<i>Transcript</i>	31
<i>Grade Appeals</i>	31
<i>Probation</i>	32
<i>Appeal Process</i>	32
<i>Academic Difficulty</i>	33
<i>Attendance Policy</i>	33
<i>Reporting Responsibilities</i>	33
<i>Leave of Absence</i>	34
<i>Graduation Requirements</i>	35
ACADEMIC INTEGRITY	35
GRIEVANCE RESOLUTION	36
<i>Family Right and Privacy Act</i>	38
STUDENT SERVICES	39
<i>Facilities</i>	39
<i>Parking</i>	39
<i>Emergency Phone Numbers</i>	39
<i>Types of equipment and material used for instruction</i>	39
<i>Library Resources</i>	39
<i>Tutorial Assistance</i>	40
<i>Housing</i>	40
<i>Job Placement Assistance</i>	40
<i>Guarantee Disclaimer</i>	41

WHO WE ARE

Campus Address

East Valley College

110081 Cherry Ave.

Fontana, CA 92337

Web site: www.eastvalleycollege.com

Phone Number: 1-626-852-2000

Fax No.: 909-350-1551

Welcome to East Valley College! East Valley College is a private postsecondary institution organized under the Laws of the State of California. East Valley College was founded to provide accessible, innovative, education to adult learners.

Managing in today's fast paced, complex society, along with increasing demands and challenges in technological advances have created an unprecedented need for expert workers in all fields. To this end, we work diligently to bridge the gap between the typical academic classroom experience and the day-to-day demands of business by:

- *Preparing courses of study where the learning is accomplished by studying courses in sequential order. The method of this learning is the exchange of lessons which have been prepared by the faculty with consultation from the business community.*
- *These courses proceed from less difficult to more difficult concepts and the faculty assesses student progress using the methods that are appropriate for each course.*

Our faculty is comprised of practicing business professionals who, in combination with solid educational credentials and a strong desire to teach, provide a unique education that is immediately useful on the job.

East Valley College offers programs that keep up with the requirements of the business world. Our programs enable students to earn the certificate or diploma they need to advance their career in the shortest timeframe possible, consistent with quality education, without having to give up their present jobs.

Although the specific goals of every student are different, your decision to further your education will be the "defining moment" for you as you begin the rest of your life. **Remember**, THE FUTURE BELONGS TO THOSE WHO PREPARE FOR IT.

The time to start your future is NOW.

Executive Director

East Valley College

PHILOSOPHY

We believe that the discipline of our courses is based on identifying and implementing the different methods of inquiry. As a result, the educational philosophy of East Valley College is grounded on the belief that

advance learning is achieved by developing:

- A basics foundation of knowledge resulting from methods of investigation relevant to a given discipline
- Insights developed from specialized and relevant areas of discipline
- Set of skills and abilities mastered through the process relevant to the specialized discipline
- Thorough knowledge of a particular area of inquiry

Our academic programs have been designed in accordance with this philosophy. East Valley College believes that:

- Learning is an active and lifelong process
- Commitment to learning is an integral component of the process
- The central interest of the learning process and the institution is the learner
- Experiencing success is crucial to the learning process
- Dialogue between faculty and students creates effective and enhancing experience for the learner
- Quality of instruction and learning are strongly correlated

MISSION STATEMENT

East Valley College is dedicated to providing high quality education using the best teaching learning methodologies and up to date technologies. Our quality educational programs combine knowledge with professional know-how that inspires, challenges and empowers our students to attain their professional goals and lifelong ambitions for gainful employment.

OBJECTIVES

East Valley College was founded to provide a unique platform to mature motivated and enthusiastic adults who desire to pursue/advance their careers. Unfortunately, the traditional educational institutions cannot fulfill the needs and demands of these enthusiastic adults due to factors like fixed academic calendars, high cost and tight schedule that does not coincide with their needs.

Certificate programs of East Valley College are designed in accordance with the following objectives:

- Equip students with academic and professional education related to their careers.
- Integrated continuously changing issues and trends emerging in each area of Study.
- Lay relevant foundations for each course
- Provide adequate opportunities to students to apply their theoretical knowledge to real life settings.
- Deliver course content using the most appropriate teaching learning strategies and most advanced technology available
- Upgrade and adopt the program on an ongoing basis based on the analysis provided by the experts in the field
- Stimulate higher level of critical thinking and problem solving

abilities.

- Develop appropriate qualifications, skills and abilities to demonstrate effective independent thinking
- Promote ethical values and create an atmosphere of learning mutual trust and teamwork
- Foster commitment to a lifelong learning and provide resources accordingly

OWNERSHIP

Privately Owned,
Ivett Vargas, Executive Director, Owner

WHAT SHOULD I KNOW?

Approvals and Affiliations

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. The approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations §94909 (a)(2) & §94897 (1)(1)(2)

We are currently not accredited by any regional or national accrediting agency

Required Statements

§94909 (a)(3)(A) “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 1747 North Market, Suite 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax 916) 574-8900 or by fax (916) 263-1897”

“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.” §94909 (a)(3)(B)

- (a) *Except as provided in subdivision (d), prior to enrollment, and institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:*
- (5) *A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or*

East Valley College does not offer financial assistance or Title IV funding. However, this school is approved by Cal JOBS and is on eligible Training Provider List (ETPL).

Cal JOBS provides the only statewide Eligible Training Provider List featuring qualified employment training providers offering a wide range of educational programs. California's Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act (WIA) of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide customer-focused employment training resources for adults and dislocated workers.

Loan information is available from the Administrative Office. It may be possible to obtain loans from various banks

“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 a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. “§94909 (a)(11)

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial aid programs funds. §94911(e)(2)

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. §94909(a)(16)

Payment Default

Student (and Co-buyer, if applicable) understands that payments are to be made to the School or assignee. If this Agreement is assigned, Student (and Co-Buyer, if applicable) will be bound by all its terms and conditions. Payments 10 days delinquent may accrue a LATE CHARGE of \$25. If account is delinquent for over 30 days, the student will be dropped from the program of study. Students who have elected the Payment Plan may pay off the balance in advance

WITHDRAWAL AND CANCELLATION POLICY

Students may cancel or withdraw from the program. Cancellation or withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a student signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. East Valley College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed one hundred fifty dollars (\$150), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b)

Interruption / Discontinuation of Program

*“An institution shall be considered in default of the **ENROLLMENT AGREEMENT** when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original **ENROLLMENT AGREEMENT**. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.” §94927*

Third Party Payers

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code

It is important that you keep copies of the **ENROLLMENT AGREEMENT**, receipts, or any other information that documents the money paid to the school. regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

1747 North Market, Suite 225,
Sacramento, CA 95834

Web site: www.bppe.ca.gov

Toll Free Telephone No.: (888) 370-7589

Fax: (916) 263-1897

E-mail: bppe@dca.ca.gov

ACADEMIC STANDARDS

What academic standards must I meet?

Maximum Time Frame

Students must complete their programs within 1.5 times the scheduled program length. If the scheduled program length is 18 weeks the maximum time frame is 27 weeks

Grading System

The school maintains an academic **GRADE REPORT** for each student. Grades are issued upon the completion of each term, module or level.

Rating	% Score	Letter Grade	Grade Point Average
Excellent	100-90	A	4
Good	89-80	B	3
Average	79-70	C	2
Below Average	69-60	D	1 point
Fail	59-00	F	0 point

Passing grades are "A", "B", "C", and "D". All grades appear on the official transcripts and are used in calculating the grade point average. Student progress and **GRADE REPORTS** become part of the student's permanent record and all grades received are posted on the student's academic record.

Credit/Clock Hour

For completion of coursework students are awarded through clock hours.

Definition

A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture, demonstration, faculty-supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break

Satisfactory Academic Progress

Satisfactory Academic Progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by the institution.

The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at 50% and a 100% point of the program. The student is required to make **quantitative progress toward program completion**. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 80%.

standards set by the institution.

The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at 50% and a 100% point of the program. The student is required to make **quantitative progress toward program completion**. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 80%.

The student's academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0 in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Probation

If a student fails to meet the cumulative 80% attendance or 70% grade average for any evaluation period, he or she will be placed on **ACADEMIC- ATTENDANCE PROBATION** for the next evaluation period. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the probationary evaluation period will result with an administrative withdrawal of the student.

Students will be notified in writing when they are placed on **ACADEMIC- ATTENDANCE PROBATION** and the steps necessary to be removed from probationary status will be given. Students will also receive attendance or academic counseling, from the Executive Director or designee, as appropriate, when they are placed on probation. The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress

Appeal Process

The academic appeal process is as follows:

- a. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
- b. The College Director in consultation with the instructor will review all requests, and a determination will be made to either maintain or change the extant record.
- c. The student may meet with the College Director and anyone else he or she may designate to review the conclusions.
- d. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings and make a recommendation to the College Director for final action.

A student placed on academic probation or deemed as failing to make Satisfactory Academic Progress may review the determination and may appeal the determination through the Executive Director whose

judgment in this matter shall be final, conclusive, and binding.

Academic Difficulty

Academic support is required for students on academic probation. Students must meet with their instructor or a designated academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next term or module, and develop an individual plan/contract for academic success. The student must meet the terms of the probation plan including a 2.0 GPA during the following term or module and/or meet the minimum GPA for good standing. A copy of the ACADEMIC DIFFICULTY ANALYSIS FORM will be provided to the Registrar and placed in the student's academic file for follow-up

Attendance Policy

East Valley College programs are based on resident programs and examinations; thus, class attendance is required for resident students. Attendance and punctuality is stressed for all the resident programs. A student consistently coming to class sessions late or failing to attend class sessions on a regular basis will be advised. Excessive absences and/or tardiness may be cause for dismissal. Tardiness is defined as entering the classroom/lab after the class has started.

Attendance of all scheduled class meetings is expected and required. Attending class is one of the most important parts of the learning process. Arriving to class on time is essential. A student who arrives late can be disruptive to other students, and often spends a good part of the session trying to figure out what is happening rather than learning.

If a student's attendance in the any program during any course falls below 80%, continued enrollment is permitted only with the approval of the Education Director.

If a student's attendance in the any program during any course falls below 80%, continued enrollment is permitted only with the approval of the Education Director.

Reporting Responsibilities

Instructors in a residence program are required to fill in **DAILY ATTENDANCE RECORD SHEET**. The report should be forwarded to the Registrar at the end of the class session.

Attendance is an important aspect of professionalism. Being present in class is defined as being physically present and mentally alert in the classroom or lab. Sleeping in class is disruptive to other students and unprofessional. A student who is sleeping may be asked to leave class at the discretion of the instructor and will be counted absent. Arriving late or leaving early on a regular basis can result in attendance difficulties. Future employers will be inquiring about attendance patterns while in school.

Any student who is seriously ill, who is hospitalized, or who has surgery (including a C-Section) must submit a written doctor's release on the day she/he returns to class. Students need to arrange for reliable childcare and to anticipate childcare needs during holidays and during the summer. It is school policy not

to bring children of any age, other family members or friends into the classroom. In addition, students who anticipate being late or absent must notify the instructor prior to the start of class.

Classroom absences: Students are required to attend all classes as scheduled. Each class will keep a **DAILY ATTENDANCE RECORD** for each student and the instructor will mark absence or tardiness on that roll. A minimum of 80% attendance in a course is required for completion. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the College Director will place the student on **ACADEMIC-ATTENDANCE PROBATION** or may suspend or withdraw the student depending on the circumstances. Re-admittance will occur only when the conditions causing the reprimand or suspension have been resolved.

Tardiness

East Valley College encourages students to be "on time" for all activities, appointments and classes. Tardiness is defined as entering the classroom/lab after the class has started.

Make Up Classes

The school does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space available basis within two weeks from the date the original class was missed. In no event will make-up classes be provided for students after the scheduled end of the module or level.

Leave of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed 6 months. Requests for leave must be submitted on the **LEAVE OF ABSENCE** form to the College Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the Executive Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence.

The College Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum time frame.

Leave of absence (LOA) may be granted under special circumstances. Students may receive two leave of absences during the course of their training.

There are two categories of LOA:

1. General LOA for emergency or personal purposes, up to 6 months,
2. Medical LOA for medical situations.

sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity.

GRIEVANCE RESOLUTION

Students are encouraged, always, to communicate their concerns to instructors and the Executive Director for amicable solutions. Please use the following procedures to handle any and all complaints:

- a. First express concern in writing to primary instructor for resolution using the **GRIEVANCE RESOLUTION FORM**.
- b. If the instructor cannot solve the issue, then a written request should be submitted to the College Director for resolution.
- c. If the College Director cannot solve the student's concern, the student must submit in writing a letter of complaint to the Executive Director, which includes all pertinent information, any communications, and any written statements. It is recommended this written complaint be submitted within 48 hours of the initial incident prior to all parties being present.
- d. The Executive Director will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the Executive Director will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present.
- e. Any and all students or instructors involved must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The Executive Director will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the Executive Director explaining why they believe the decision is unacceptable. All complaints will then be resolved within thirty days from the receipt of the initial incident report date
- f. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures

Students can use the internal process first, but it is not required and the student may contact the Bureau at any time. The student can write or call

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834

Web site: www.bppe.ca.gov
Toll Free Telephone No.: (888) 370-7589
Fax: (916) 263-1897
E-mail: bppe@dca.ca.gov

Truck Driver Certificate II

Credential Level

Certificate of Completion

Program length: 240 hours to complete course

Program Schedule

Program takes 12 Weeks; 240 Clock Hours to complete

Class Schedule

Day Classes - Monday through Thursday, 8:00 A.M. to 5 P.M. (12 weeks)

Evening Classes – Monday through Friday, 4:00 P.M. to 7:00 P.M. (16 weeks)

Saturday: 8:00 am to 5:00 pm

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR)
- Have no current MVR convictions of driving under the influence of alcohol and / or drugs
- Good driving record
- Obtain a Ten-Year DMV Printout - \$5.00 at your local DMV Office)
- No more than tow moving violations in the last 36 months
- Pass a D.O.T. physical exam
- You'll need to be a minimum of 21 years old if you intend to
 - Drive across state lines AND /OR
 - Transport HAZMAT material

Graduation Requirements

To graduate with a Certificate of Completion, students are required to successfully complete all required modules and hours. There is no extenship in this course.. There will be not final exam, only module exams which the student has to pass with a score of 70% or more. In addition, all financial obligations to the program must be fulfilled.

Licensure

Requirements to get your Class A license:

- You must have a valid Motor Vehicle record, have no current MVR convictions of driving under the influence of alcohol, drugs
- Obtain a ten year DMV printout
- Have no moving violations in the last 36 months,
- Pass a D.O.T. physical exam.
- Have a valid Class A permit.

NOTE: You'll need to be a minimum of 21 years old if you intend to:

- Drive across state lines.
- AND/OR Transport [HAZMAT materials](#)

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain a Commercial Driver's License. Students who do not already have a valid Commercial Driver's License Learner's Permit will be prepared for that exam. At the end of the course, students will take a Class "A" License test administered by the California's DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Truck Driving Certificate II will include four extra modules, Module 7 and Module 8: These Modules will cover: Handling Cargo, Cargo documentation, security of cargo, Diagnosing and reporting Malfunctions, trip planning, Hazardous Materials, Basic Business Practices for Truck Drivers, plus an additional 40 hours of Rode driving time

Program Objectives

- Truck Driving Certificate II
- All the skills in Certificate I plus the following objectives:
- Describe the importance of properly handling cargo
- Demonstrate the principles and methods of cargo securement
- Demonstrate the principles of weight distribution
- Describe safe loading responsibilities
- Identify the common tools used to load/unload a vehicle

- Discuss terms/definitions most commonly used in conjunction with cargo documentation
- Identify the basic forms used to document cargo movement
- Describe Pickup and delivery procedure
- Describe cargo theft prevention
- Discuss how to Ensure your security while on the
- Discuss the importance of safety protocol
- Describe the diagnosis and reporting of vehicle malfunctions
- Describe troubleshooting your vehicle
- Discuss procedures for reporting vehicle malfunctions
- Describe having up to date paperwork
- Estimating time
- Estimating fuel use and fuel stops
- Describe estimating trip expenses
- Describe what hazardous material is
- Describe the CDL hazmat endorsement
- Demonstrate Loading and unloading hazmat and transporting hazmat
- Identify Cost determination and control
- Demonstrate starting, warming up, and shutting down the engine of a tractor-trailer
- Demonstrate how to put a tractor-trailer into motion and how to stop a tractor-trailer
- Demonstrate how to straight line back a tractor-trailer
- Demonstrate how to turn a tractor-trailer
- Describe the importance of continually scanning your entire sight area
- Demonstrate how to properly adjust and use your vehicle's mirrors
- Describe the importance of monitoring the space behind your vehicle
- Discuss what is considered misuse of communications
- Demonstrate the key elements required to properly shift a manual transmission
- Demonstrate basic shift patterns and procedures of a manual transmission
- Demonstrate backing principles
- Recognizing crossing signs, gates, and signals
- Discuss emergency procedures
- Discuss the science of speed and stopping distance
- Demonstrate adjusting your speed for curves and grades
- Demonstrate the importance of space management
- Demonstrate the factors that affect night driving including the driver, way, and vehicle
- Describe hazards
- Demonstrate evasive steering
- Demonstrate emergency stopping
- Discuss how to deal with a tire blowout

- Demonstrate skid recovery technique

Instructional Methodology

- Lecture
- Discussion
- Demonstration
- Video
- Discussions
- Laboratory practice
- On the road Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Internships or Externships

- None

Final Test or Examinations

- **No Final exam will be given. To pass the course you have to pass all module exams.**

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor

alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also this module will focus on the different aspects of Refrigeration

Module 3 - Accident Procedures, Extreme Driving Conditions, Hours of Service (Lecture: 18 hours, Lab: 2 hours)

In this module the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last topic to be covered in this module will be “Hours of Service”. The 11 hours driving rule, 14 hours’ duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver’s record of duty status /electronic logging device (ELD).

Module 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA (Lecture: 19 Hour - Lab: 1 hours)

In this module the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

Module 5: Basic Control, Hands On visual, Communication, Shifting, Backing, Rail Crossing (Lecture: 3 hours - Lab: 17 hours)

In this module the student will learn about Basic Controls, such as starting, warming up, and shutting down the engine of a tractor-trailer. They will learn how to put a tractor-trailer into motion, how to stop a tractor-trailer, how to straight line back up and how to turn a tractor-trailer. The student will also learn the importance of continually scanning your entire sight area, how to adjust and use their vehicle’s mirrors. Other topics that we will cover in this module will be Shifting, Backing up principles and rules, and Rail Crossing

Module 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery (Lecture: 2 hours - Lab: 18 hours)

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver's role, effective driving procedures and advanced how's and whys

Module 7: Handling Cargo, Cargo Documentation, Security of Cargo (Lecture – 17 hours, Lab -3 hours)

In this module the student will learn the importance of properly handling cargo, the principles and methods of cargo securement, principles of weight distribution, and safe loading responsibilities.

Module 8: Diagnosing and Reporting Malfunctions, Trip Planning, Hazardous Materials, Basic Business Practices for Truck Drivers. (Lecture – 19 hours, Lab – 1 hour)

In this module the student will learn how to diagnose, troubleshoot and report vehicle malfunctions. Also, the student will learn the important aspects of Trip Planning, having up to date paperwork, selecting a route, estimating time, trip expenses, fuel use and fuel stops. Hazardous Materials will be another topic in this module. The student will learn what is a hazardous material, the proper way to fill out Hazmat shipping papers, loading and unloading hazmat. To close the module, we will cover Basic Business Practices for Truck Drivers.

Module 9: On the training (Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned.

Module 10: On the Training (Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned

Module 11: On the training (Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned

Module 12: On the training (Lab: 20 hours)

In this module the student will spend 20 hours on the, practicing all he has learned

Textbooks

Class Schedule

Day Classes - Monday through Thursday, 8:00 A.M. to 2:30 P.M. (8 weeks)

Evening Classes – Monday through Friday, 5:P.M. to 8:00 P.M. (11 weeks)

Method of Delivery

Hybird

Graduation Requirements

To graduate with a Certificate of Completion, students are required to successfully complete all required modules and hours. There is no externship in this course.. There will be not final exam, only module exams which the student has to pass with a score of 70% or more. In addition, all financial obligations to the program must be fulfilled.

Licensure

Requirements to get your Class A license:

- You must have a valid Motor Vehicle record, have no current MVR convictions of driving under the influence of alcohol, drugs
- Obtain a ten year DMV printout
- Have no moving violations in the last 36 months,
- Pass a D.O.T. physical exam.
- Have a valid Class A permit.

NOTE: You'll need to be a minimum of 21 years old if you intend to:

- Drive across state lines.
- **AND/OR** Transport [HAZMAT materials](#)

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain to obtain a Commercial Driver’s License. Students who do not already have a valid Commercial Driver’s License Learner’s Permit will be prepared for that exam. At the end of the course, students will take a Class “A” License test administered by the California’s DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Program Information

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR);
- Have no current MVR convictions of driving under the influence of alcohol and /or drugs;
- Good driving record
- Obtain a Ten Year DMV printout – (\$5.00 at your local DMV office)
- No more than two moving violations in the last 36 months
- Pass a D.O.T. physical exam
- You'll need to be a minimum of 21 years old if you intend to
 - Drive across state lines, AND/OR
 - Transport HAZMAT Materials.

Program Objectives

- Describe importance of the trucking industry
- Define compliance with applicable regulations
- Describe the procedure for obtaining a commercial driver's license (CDL)
- Identify the qualifications you are subject to in this industry
- Identify and describe the engine controls
- Identify and describe the function of the primary controls
- Identify and describe the function of the secondary controls
- Identify and describe the acceptable operating range for the instruments required to monitor vehicle oil, coolant, and electrical systems
- Identify the key parts of a tractor-trailer
- Describe how the key parts of a tractor-trailer function
- Identify the key parts of a tractor-trailer
- Identify the key parts of a tractor-trailer function
- Inspect and check the condition of critical components of the tractor-trailer
- Perform accurate and efficient pre-trip inspections
- Perform en-route, and post-trip inspections
- Perform an actual Tractor alignment
- Perform Backing procedures
- Describe trailer securement
- Perform Tractor/trailer connections
- Demonstrate Landing gear retraction and securement
- Describe your role in vehicle inspection and maintenance
- Describe different types of maintenance
- Preventive maintenance as a cost deterrent

Instructional Methodology

- Lecture
- Discussion
- Demonstration
- Video
- Laboratory practice
- On the road Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Internships or Externships

- None

Final Test or Examinations

- **No Final exam will be given. To pass the course you have to pass all module exams.**

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver's role, effective driving procedures and advanced how's and whys

Module 7: On the Rode training
Lab: 20 hours

In this module the student will spend 20 hours on the , practicing all he has learned

Module 8: On the Rode training
Lab: 20 hours

In this module the student will spend 20 hours on the , practicing all he has learned

Textbooks

East Valley College Instructor Manual

California Commercial Handbook

http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed-480619084886/comlhdbk.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=42c566ef-31ac-4df2-a8ed-480619084886

Tuition

Registration fee (Non Refundable)	\$150.00
Tuition	\$3,015.00
Books	\$135.00
Total	\$3,300.00

TRUCK DRIVER CERTIFICATE IV

Credential Level

Certificate of Completion

Program length: 240 hours to complete course

Program Schedule

Program takes 12 Weeks; 240 Clock Hours to complete, 102 hours of Lecture, 138 hours of Lab and time

Class Schedule

Day Classes - Monday through Thursday, 9:00 A.M. to 2:30 P.M. (12 weeks)

Evening Classes – Monday through Thursday, 5:00 P.M. to 8:00 P.M. (16 weeks)

Method of Delivery

Hybrid

Graduation Requirements

To graduate with a Certificate of Completion, students are required to successfully complete all required modules and hours. There is no extenship in this course.. There will be not final exam, only module exams which the student has to pass with a score of 70% or more. In addition, all financial obligations to the program must be fulfilled.

Licensure

Requirements to get your Class A license:

- You must have a valid Motor Vehicle record, have no current MVR convictions of driving under the influence of alcohol, drugs
- Obtain a ten year DMV printout
- Have no moving violations in the last 36 months,
- Pass a D.O.T. physical exam.
- Have a valid Class A permit.

NOTE: You'll need to be a minimum of 21 years old if you intend to:

- Drive across state lines.
- AND/OR Transport [HAZMAT materials](#)

Program Information

Prerequisites: Acceptance for Admission

- Must be 18 and over
- Have a valid motor vehicle record (MVR);
- Have no current MVR convictions of driving under the influence of alcohol and /or drugs;
- Good driving record
- Obtain a Ten Year DMV printout – (\$5.00 at your local DMV office)
- No more than two moving violations in the last 36 months
- Pass a D.O.T. physical exam
- You'll need to be a minimum of 21 years old if you intend to
 - Drive across state lines, AND/OR
 - Transport HAZMAT Materials.

Program Description

Our course will teach students with little or no commercial driving experience will be able to obtain a Commercial Driver's License. Students who do not already have a valid Commercial Driver's License Learner's Permit will be prepared for that exam. At the end of the course, students will take a Class "A" License test administered by the California's DMV. The program includes classroom instruction, hands-on labs and independent study, and substantial behind-the-wheel driving time on a practice range and public street.

Truck Driving Certificate III will include four extra modules, Module 7 and Module 8: These Modules will cover: Handling Cargo, Cargo documentation, security of cargo, Diagnosing and reporting Malfunctions, trip planning, Hazardous Materials, Basic Business Practices for Truck Drivers, plus an additional 40 hours of Rode driving time

Program Objectives

- All the skills in Certificate I plus the following Objectives:
- Describe the importance of properly handling cargo
- Demonstrate the principles of weight distribution
- Describe safe loading responsibilities
- Identify the common tools used to load/unload a vehicle
- Discuss terms/definitions most commonly used in conjunction with cargo documentation
- Identify the basic forms used to document cargo movement
- Describe Pickup and delivery procedure
- Describe cargo theft prevention

- Discuss the importance of safety protocol
- Describe the diagnosis and reporting of vehicle malfunctions
- Describe troubleshooting your vehicle
- Discuss procedures for reporting vehicle malfunctions
- Describe having up to date paperwork
- Estimating time
- Estimating fuel use and fuel stops
- Describe estimating trip expenses
- Describe what hazardous material is
- Describe the CDL hazmat endorsement
- Demonstrate Loading and unloading hazmat and transporting hazmat
- Identify Cost determination and control
- Demonstrate starting, warming up, and shutting down the engine of a tractor-trailer
- Demonstrate how to put a tractor-trailer into motion and how to stop a tractor-trailer
- Demonstrate how to straight line back a tractor-trailer
- Demonstrate how to turn a tractor-trailer
- Describe the importance of continually scanning your entire sight area
- Demonstrate how to properly adjust and use your vehicle's mirrors
- Describe the importance of monitoring the space behind your vehicle
- Discuss what is considered misuse of communications
- Demonstrate the key elements required to properly shift a manual transmission
- Demonstrate basic shift patterns and procedures of a manual transmission
- Demonstrate backing principles
- Recognizing crossing signs, gates, and signals
- Discuss emergency procedures
- Discuss the science of speed and stopping distance
- Demonstrate adjusting your speed for curves and grades
- Demonstrate the importance of space management
- Demonstrate the factors that affect night driving including the driver, way, and vehicle
- Describe hazards
- Demonstrate evasive steering
- Demonstrate emergency stopping
- Discuss how to deal with a tire blowout
- Demonstrate skid recovery technique

Instructional Methodology

- Lecture
- Discussion
- Demonstration

- Video
- Discussions
- Laboratory practice
- On the road Practice

Methods of Evaluation:

- Class Discussion
- Quizzes and exams
- Assignment
- Performance Level exams

Course Description

Module 1 - Introduction, Control and Vehicle Systems, Pre-Trip Vehicle Inspection (Lecture – 13 hours, Lab – 7 hours)

In this Module the student will complete an introduction to the Truck Driving industry. They will learn about engine controls, primary and secondary controls. Identify and describe the acceptable operating range for the vehicles instruments, what is required to monitor vehicle oil, coolant and electrical systems, identify and describe warning devices. Also, they will learn about the Vehicle systems. Identify the key parts of a tractor – trailer, and how they function. The student will also learn how to perform accurate and efficient Pre-Trip Vehicle inspections.

Module 2 - Coupling and Uncoupling, Preventive Maintenance, Refrigeration (Lecture: 11 hours, Lab: 9 hours)

In this module the student will learn about Coupling and Uncoupling, tractor alignment, backing procedures, trailer securement, trailer – tractor connections and landing gear retraction and securement. Also, they will learn about Preventive Maintenance. The different types of maintenance and maintenance requirements under the Federal Motor Carrier Safety Regulations (FMCSRs). Also this module will focus on the different aspects of Refrigeration.

Module 3 - Accident Procedures, Extreme Driving Conditions, Hours of Service (Lecture: 18 hours, Lab: 2 hours)

In this module the student will learn about accident procedures. The preventability guidelines and fire procedures when in an accident. They will also learn about extreme driving conditions. Operating in adverse driving conditions including snow, ice, cold and hot temperatures. Plus, the challenges of mountain driving. The last topic to be covered in this module will be “Hours of Service”. The 11 hours driving

rule, 14 hours' duty limit, mandatory break provision, 60-hour/7-day and 70-hour/8-day and Driver's record of duty status /electronic logging device (ELD).

**Module 4 –Special Rigs, Personal Health and Safety, Public and Employer Relations, CSA
(Lecture: 19 Hour - Lab: 1 hours)**

In this module the student will learn about Special Rigs, Multiple articulation vehicles, oversize, low-clearance, and high center-of-gravity vehicles, Unstable loads (tankers and livestock haulers), and Reefers (refrigerated trailers). Plus, the student will learn about personal health and safety, including stress management, driver fatigue, and the prohibitions and regulations addressing the use and abuse of alcohol and drugs. As a student getting ready for employment in the real world, we will go over Public and Employer relations, the image of the trucking industry, good customer relations, job requirements and how to apply for a job. Also in this module students will learn what CSA is and how it affects your professional driving career.

**Module 5: Basic Control, Hands On visual, Communication, Shifting, Backing, Rail Crossing
(Lecture: 3 hours - Lab: 17 hours)**

In this module the student will learn about Basic Controls, such as starting, warming up, and shutting down the engine of a tractor-trailer. They will learn how to put a tractor-trailer into motion, how to stop a tractor-trailer, how to straight line back up and how to turn a tractor-trailer. The student will also learn the importance of continually scanning your entire sight area, how to adjust and use their vehicle's mirrors. Other topics that we will cover in this module will be Shifting, Backing up principles and rules, and Rail Crossing

**Module 6: Night Driving, Speed Management, Space Management, Hazard Perception, Emergency Maneuvers, Skid Control and Recovery
(Lecture: 2 hours - Lab: 18 hours)**

In this module with student will learn the different aspects of night driving, speed management, space management, hazard perception, emergency maneuvers, skid control and recovery. Every topic will go over the driver's role, effective driving procedures and advanced how's and whys

**Module 7: Handling Cargo, Cargo Documentation, Security of Cargo
(Lecture – 17 hours, Lab -3 hours)**

In this module the student will learn the importance of properly handling cargo, the principles and methods of cargo securement, principles of weight distribution, and safe loading responsibilities

Module 8: Diagnosing and Reporting Malfunctions, Trip Planning, Hazardous

Materials, Basic Business Practices for Truck Drivers.
(Lecture – 19 hours, Lab – 1 hour)

In this module the student will learn how to diagnose, troubleshoot and report vehicle malfunctions. Also, the student will learn the important aspects of Trip Planning, having up to date paperwork, selecting a route, estimating time, trip expenses, fuel use and fuel stops. Hazardous Materials will be another topic in this module. The student will learn what is a hazardous material, the proper way to fill out Hazmat shipping papers, loading and unloading hazmat. To close the module, we will cover Basic Business Practices for Truck Drivers.

Module 9: On the training
(Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned

Module 10: On the Training
(Lab: 20 hours)

In this module the student will spend 20 hours on the , practicing all he has learned

Module 11: On the training
(Lab: 20 hours)

Module 12: On the training
(Lab: 20 hours)

In this module the student will spend 20 hours on the, practicing all he has learned

Textbooks

East Valley Instructors Manual

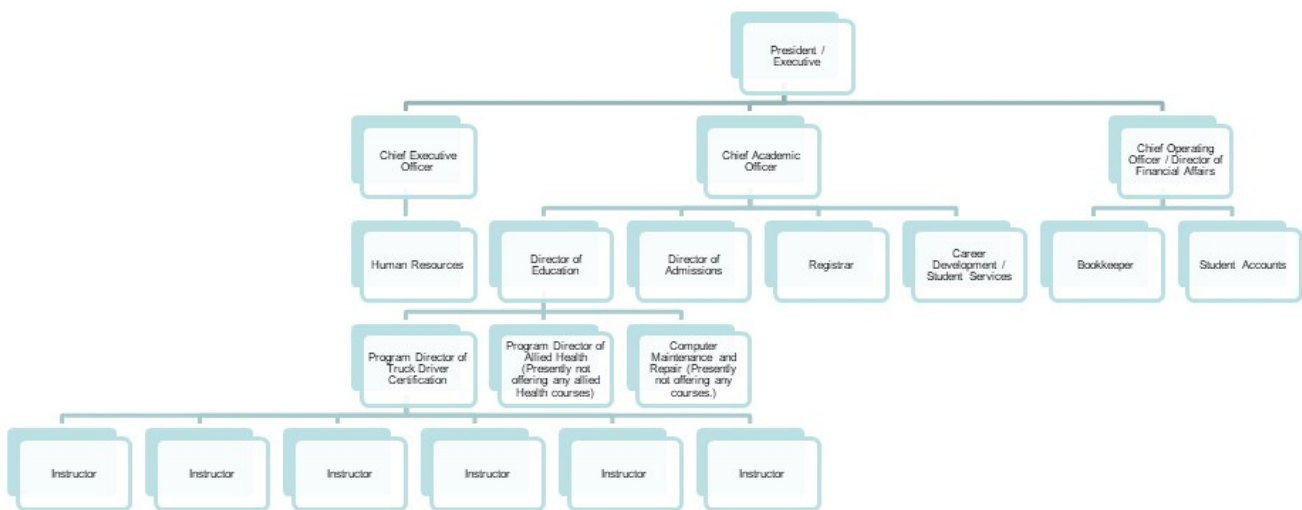
California Commercial Handbook

http://www.dmv.ca.gov/portal/wcm/connect/42c566ef-31ac-4df2-a8ed-480619084886/comlhdbk.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=42c566ef-31ac-4df2-a8ed-480619084886

Tuition

Registration	150.00
Tuition	5,477.00
Books	135.00
Safety Vest	15.00
Physical Exam	150.00
Licensing fee	73.00

East Valley College



SAMPLE ORGANIZATION CHART

JOB CLASSIFICATIONS FOR COMPUTER MAINTANENCE AND REPAIR

Standard Occupational Classifications

15-1244
15-1290

Employment Positions

Network and Computer Systems Administrators
Computer Occupations

JOB CLASSIFICATIONS FOR TRUCK DRIVER CERTIFICATE

Standard Occupational Classifications

53-3032
53-3030
53-0000

Employment Positions

Heavy and Tractor-Trailer Truck Drivers
Driver/Sales Workers and Truck Drivers
Transportation and Material Moving Occupations

RECRUITMENT / ADVERTISING / PROMOTIONAL PRACTICE POLICIES

The responsibility to admit student's rests solely with the Executive Director and Admissions Representatives staff. Recruitment and Admissions Representative of students are never delegated to an outside party. All applications need to be approved and signed by the Executive Director

CATALOG DISCLAIMER

This Catalog is not intended to be, and should not be construed as, a contract between the East Valley College and its students, either individually or collectively. On request we will provide any prospective student with a written or digial copy of our catalog. Our caltalog is also available for download on our website. This catalog is updated annually. Any changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation and 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.

All information contained herein reflects as accurately as possible current curricula, policies, tuition, fees, and requirements for admission to, participation in, and graduation from the programs of the East Valley College as of the date of printing.

The East Valley College reserves the right, without notice, to modify fees, curricula, policies, and requirements for admission to, participation in, and graduation from the programs of the East Valley College consistent with good educational practice and the requirements of the profession. Students will be officially informed of any changes that may affect them by the Administration.

Detailed information regarding the specific regulations, which govern the educational and extracurricular programs at East Valley College, and the procedures by which they are enforced, are published in the Student Handbook.

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. This catalog will be updated at least once a year in accordance with regulatory guidelines. This publication must be prepared well in advance of the time period it covers; therefore, changes in some programs may occur. Programs as described are subject to change with reasonable notice. Some programs or programs that are offered may have to be canceled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the East Valley College Executive Director or designee. Any questions about programs listed in this catalog should be directed to the Executive Director.

Policies and changes made by the Bureau for Private Postsecondary and Education issued prior to publishing a new catalog will be given to each student and staff member in the form of a memo describing the changes and the effect to the student and/or staff member.

The information contained in this catalog is true and correct in content and policy to the best of my knowledge.

Signature of Chief Executive Officer

CANCELLATION NOTICE

(Date) _____
(Enter date of first class received)

"You may cancel this Contract from School, without any penalty or obligation by the date stated below."

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the School's receipt of your Cancellation Notice."

"But, if the School gave you any equipment, you must return the equipment within 45 days of the date you signed a Cancellation Notice. If you do not return the equipment with this 45-day period, the School may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item shall be separately stated. The amount charged for each equipment item shall not exceed the equipment's fair market value. The Institution is required to refund any amount over that as provided above, and you may keep the equipment."

" To cancel the Contract for School, mail or deliver a signed and dated copy of this Cancellation Notice, or any other written notice to

**East Valley College
11081 Cherry Ave. Fontana, CA 92337**

"NOT LATER THAN"

(Enter midnight of the date that is the SEVENTH business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable)

"I (your name) _____ cancel the Contract for
(School.)" _____ (date) _____
Student's Signature) _____

"REMEMBER, YOU MUST CANCEL IN WRITING. "You do not have the right to cancel by phone, by sending an e-mail or by not attending classes.

"If you have any complaints, questions, or problems which you cannot resolve with the School, write or call:

Bureau for Private Postsecondary Education

Physical Address: 1747 North Market, Suite 225
Sacramento, CA 95834

Mailing Address: P.O. Box 980818
W. Sacramento, CA 95798-0818

Web Address: www.bppe.ca.gov

Fax Number: (916) 263-1897

Toll Free: 1 (888) 370-7589

Tel.Number : (916) 431-6959