



# TRUCK NATION SCHOOL CATALOG

**October 1, 2021 - December 31, 2022**

4800 Elm Street  
Salida, CA 95368  
(209) 575-3696

2055 E North Ave  
Fresno, Ca 93725  
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<http://www.trucknationschool.com>

## UNM Vocational, Inc. dba Truck Nation School Mission Statement

### Mission and Objectives Statement

Truck Nation School provides future truck drivers with a quality education and an assurance that they are prepared to enter the next stage of their career.

Access, flexibility, and affordability continue to separate our organization from many other education providers throughout California.

At Truck Nation School, we understand that relationship building, and individual guidance are just as important as the content we provide in our intensive training courses. With our unique combination of hands on learning and one-on-one support, we mold students' interests into a skill set that will ultimately help them attain the license and classification they are seeking. Whether a student's goal is short term or long term, we guarantee that there is a Truck Nation School program that fits their specific needs.

Truck Nation School organizes its curriculum into five steps:

1. permit and paperwork completion
2. inspection practice
3. parking skills enhancement
4. field training, and
5. DMV test preparation.

Upon completion of any of the following Truck Nation School training programs (Basic, Advanced, Pro and Expert), students will have the ability to complete the following objectives:

- Follow established procedures for pre-trip inspections
- Control and safely maneuver the vehicle in various traffic situations
- Back an articulated combination into and through various obstacles
- Couple and uncouple a tractor/trailer unit
- Apply proper logbook procedures and rules
- Calculate axle weight and adjust accordingly to state and federal laws
- Recognize, avoid, or solve potential hazardous situations related to truck driving

At Truck Nation School, we acknowledge that the time our students spend in our yards and classrooms is just the beginning of their professional journey. For this reason, instructors emphasize the importance of experiential learning and the critical application of in-class topics on the open road. At Truck National School, we define students' success by the acquisition of their Class A license, the attainment of employment in their new career, and the implementation of their newly gained knowledge into their positions. For current, past and future students, Truck Nation School is committed to supporting them in meeting each one of these outcomes.

### Approval Disclosure Statement

Truck Nation School is a private institution and is approved and is approved to operate by the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798, pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code Section 94800).

The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be periodically re-approved and is subject to continuing review.

### Articulation or Transfer Agreements

Truck Nation School has not entered into an articulation or transfer agreement with any other college or university.

### Provision of Catalog

This catalog is updated annually and is provided to prospective students or to the public upon request either in hardcopy or by referencing the Internet website for the school.

## **Method of Instruction**

All instruction is in residence. There is no distance learning instruction. The method of instruction is set forth in this catalog as well as in each course outline.

California statute requires that a student, upon completion of a course of study, be awarded an appropriate diploma or certificate verifying the completion.

All instruction will take place onsite at either 4800 Elm Street, Salida, CA 95368 or at 2055 East North Avenue, Fresno, CA 93725.

## **Language of Instruction**

**English is the sole language of instruction at Truck Nation School.** All instructional materials are in the English language and are not available in any other language.

## **Facilities and Equipment:**

Truck Nation School (**TNS**) has two locations, one in Salida, near Modesto, the other in Fresno. The Fresno location is the main location. Salida is a branch location.

Truck yards are at both locations.

All of Truck Nation School's curriculum is taught in residence. TNS facilities consist of a pre-manufactured 12X60 Pacific mobile structure with restroom. The classroom has seating for 8 - 10 students with personal DVRs for training and safety videos. Students do not have access to computers. All training is done either in the classroom and/or hands on in the yard and on the road. There is a lobby/lounge area where the student can study for their permit test with training books and practice tests.

There is a separate office for enrolling purposes where the student meets with their administrative advisor and signs all documents and answers any questions the student may have. There is a private bathroom located in the hallway outside of the classroom. Outside and adjacent to the office there is a covered sitting area for students consisting of two round benches for students who are waiting to practice either inspections or parking skills inside the yard. TNS has one road tractor-trailer truck for behind the wheel training and OMV exam, and three tractor-trailer trucks used inside the yard for parking skills and pre-trip inspections. All trailers are 28 feet in length, and all tractors are 10-13 speed freightliner trucks.

All the equipment is owned by TNS.

## **Libraries and Learning Resources**

Truck Nation School (TNS) provides an up-to-date California DMV Handbook for Driver's License (Truck Driving) Class A vehicles. TNS does not provide a traditional library because one is not necessary. Instead, TNS provides instruction utilizing the DMV Handbook for Driver's License (Truck Driving) Class A Vehicles in addition to instruction from a DVD set which includes a very extensive amount of knowledge that is required to obtain a California Driver's License.

In addition to the DMV Handbook and JJ Keller DVD set, TNS also has made their own training material that it feels is essential to successfully completing their programs.

Because Internet access is not required for any of the training materials, TNS does not feel it is necessary to provide open Internet access to students. All the training material TNS provides to students will help them to receive their Class a License safely and efficiently.

The materials reinforce safety, quality, and efficiency when out driving in the transportation industry. It is required that students can pass each module before moving on to the next. Students are required to understand the laws and all requirements.

These attributes together make TNS training materials unique to the school. TNS feels these elements combined provide for the best quality education for students in the truck driving industry.

## Total Student Charges and Fees

Truck Nation School will not provide any form of financial aid for students.

Application Fee	\$ 250.00
Registration Fee	\$ 250.00 This fee is Non-Refundable
STRF Fee	<b>Currently \$2.50</b> of every \$1,000 in institutional charges. This fee is non-Refundable. This fee is included in the tuition for each program when applicable and may change in the future.
Returned Checks Fee	\$ 35.00 This fee is Non-Refundable
Penalty Fee for Late Payment	A late charge will apply only to those students on a payment plan, and if a payment is ten or more days late. It will be the lessor of 5% of the amount due that month or \$10 or the maximum allowed by law. This fee is Non-Refundable.
Textbooks, or Materials Charges	Any texts or materials that may apply to a course are included in the tuition fee
Physical, Drug Test and Random	Physical: <b>\$100</b> Drug Test: <b>\$100</b> Random Drug Test (if selected): <b>\$75</b>

## TUITION AND TOTAL PROGRAM CHARGE

In addition to the fees above, the total estimated tuition charges for the programs offered are as follows:

Program	Tuition	Physical and Drug Test	Application and Registration Fee	Total
Basic (48 clock hours)	\$2,000	\$200 (Payable to Doctor or school) + \$75 random	\$250 Application Fee \$250 Registration Fee	\$2,680 + \$75 If chosen for a random
Advanced (80 clock hours)	\$3,000	\$200 (Payable to Doctor or school) + \$75 random	\$250 Application Fee \$250 Registration Fee	\$3,680 + \$75 If chosen for a random
Pro (160 clock hours)	\$4,000	\$200 (Payable to Doctor or school) + \$75 random	\$250 Application Fee \$250 Registration Fee	\$4,680 + \$75 If chosen for a random
Expert (350 clock hours)	\$7,500	\$200 (Payable to Doctor or school) + \$75 random	\$250 Application Fee \$250 Registration Fee	\$8,180 + \$75 If chosen for a random
Exclusive Hours	\$ 500	N/A		\$ 500

**The total charges for a period of attendance equate to the total charges for an entire educational program as displayed above in the right-hand column.**

**You are responsible for these amounts. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any determined refund.**

**If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.**

## Truck Nation School Admission Requirements

Truck Nation School will admit students with a high school diploma or GED, or if they have earned a passing score of at least 17 on the Wonderlic Basic Skills Test.

Documentation of the score will be retained in the student file.

Truck Nation School will not accept students from other countries. No visa services will be provided. All students must be lawful residents and possess a Class C driver's license and social security number.

Truck Nation School will not provide any student loans.

Any student evidencing difficulty of comprehension of the language of instruction, which is English, will be required to take and document passage of a Test of English As a Foreign Language. Passing with a minimum score of 450 will be required. No English language services or instruction through English As a Second Language (ESL) courses will be provided by the school.

### **Transfer in of Clock Hours Earned at Another Approved or Accredited Institution**

Truck Nation School will not accept in transfer credits or clock hours earned at another institution. There will be no assessment or procedure for transfer of credit or clock hours.

### **Visa Services**

Truck Nation School will NOT provide any visa services and will NOT vouch for students' status.

### **Standards for Student Achievement**

Students will have to achieve a score of at least 70% to pass any course. Instructors will evaluate students on a basis of competency, passing quizzes or exams and class attendance.

### **Description of Programs and Courses of Instruction**

The courses of instruction will be as follows:

- Basic Program (48 clock hours)
- Advanced Program (80 clock hours)
- Pro Program (160 clock hours)
- Expert Program (350 clock hours)
- Exclusive Hours (Upgrade)

Truck Nation School has developed a comprehensive education program to aid drivers in their pursuit of obtaining a "Class A" License. Considering that the complicated nature of earning your license often detours qualified candidates from driving, we have created a program that simplifies the process and considers the varying schedules and learning styles of our students.

### **Basic Curriculum**

The curriculum standards outline the minimum curriculum content necessary for mastering the skills for the entry-level truck driver. An "entry-level" driver is an individual who has the knowledge and skill to operate a commercial vehicle, but lacks the experience being on the road. Students graduating from this basic curriculum will still need additional road experience and under the guidance and supervision of an experienced, professional driver before being considered fully qualified. The curriculum combines competency-based training and a minimum of hours-based training necessary to achieve industry standards. Lessons involve classroom/lab instruction and practical application behind the wheel on the range and on the highway.

### **Minimum Training Hours**

Students will obtain a Class A driver's license by going through our signature 5 step process (permit and paperwork process, inspection process, strengthening parking skills, on the field training, preparing for DMV test). The hours listed below include classroom learning, lab instruction, and behind-the wheel training. Time used for observations and breaks are omitted from these hour requirements.

Familiarity and expertise of specific driving skills are dependent on the program each student enrolls in. Upon completion of the Basic, Advanced, Pro or Expert programs, student will have completed the following learning outcomes:

**There is a 15 hour behind the wheel training minimum instruction required to obtain a California Driver's License (CDL) from both the Department of Motor Vehicles and Department of Transportation. Anyone with these qualifications can take the exam for a CDL. Graduation certificates earned by graduates of TNS are referenced and considered by potential or actual employers.**

## **Basic Program**

In the basic program, students complete 48 hours of training to aid them in obtaining their Commercial Driver's License (CDL). Their training and development are divided into four different categories:

### Permit training (12 hours)

Students will have the knowledge necessary to pass their written exam and obtain their permit. Students will learn industry safety regulations and develop their ability to correctly identify and react to common scenarios on the road.

### Inspections (10 hours)

Students will conduct all required inspections before every trip they take. They will be able to identify vehicle issues to prevent on the road problems and safety hazards. After every inspection, they will also be able to evaluate the status of their truck and make any minor adjustments or repairs.

### Skills (12 hours)

Students will be taught essential skills. These tools will be practiced and applied during hands-on training in the truck yard. Students will demonstrate competency in the following skills - coupling and uncoupling trailer units, backing articulated combinations and maneuvering around obstacles.

### Road Time (14 hours)

Students will apply skills taught in the yard to real life situations on the road. Upon completion of this part of their training, students will demonstrate competency in recognizing, avoiding, and solving potentially hazardous situations related to truck driving.

## **Advanced Program**

In the advanced program, students complete 80 hours of training to aid them in obtaining their Commercial Driver's License (CDL). Their training and development are divided into five different categories:

### Permit training (12 hours)

Students will have the knowledge necessary to pass their written exam and obtain their permit. Students will learn industry safety regulations and develop their ability to correctly identify and react to common scenarios on the road.

### Inspections (10 hours)

Students will conduct all required inspections before every trip they take. They will be able to identify vehicle issues to prevent on the road problems and safety hazards. After every inspection, they will also be able to evaluate the status of their truck and make any minor adjustments or repairs.

### Skills (17 hours)

Students will be taught essential skills. These tools will be practiced and applied during hands-on training in the truck yard. Students will demonstrate proficiency in the following skills - coupling and uncoupling trailer/tractor units, backing articulated combinations and maneuvering around obstacles. Depending on each student's interest, they will be introduced applying these same skills in different types of trucks.

### Road Time (17 hours)

Students will apply skills taught in the yard to real life situations on the road. Upon completion of this part of their training, students will demonstrate proficiency in recognizing, avoiding, and solving potentially hazardous situations related to truck driving. Students are given added practice to increase familiarity with more truck routes and traffic situations.

### Endorsements (24 hours)

Students will gain exposure to different types of trucks and vehicles that are not included in their Class A Commercial Driver's License (CDL). This includes preparation for any additional written exams and road skills tests to receive endorsements for driving other types of vehicles.

Includes Basic program, along with endorsement training.

## **Pro Program**

In the pro program, students complete 160 hours of training to aid them in obtaining their Commercial Driver's License (CDL). Their training and development are divided into six different categories:

### Permit training (12 hours)

Students will have the knowledge necessary to pass their written exam and obtain their permit. Students will learn industry safety regulations and develop their ability to correctly identify and react to common scenarios on the road.

### Inspections (15 hours)

Students will conduct all required inspections before every trip they take. They will be able to identify vehicle issues to prevent on the road problems and safety hazards. After every inspection, they will also be able to evaluate the status of their truck and make any minor adjustments or repairs.

### Skills (22 hours)

Students will be taught essential skills. These tools will be practiced and applied during hands-on training in the truck yard. Students will demonstrate proficiency in the following skills - multiple coupling and uncoupling techniques, backing articulated combinations, maneuvering around obstacles, calculating axle weight, and adjusting axle weight.

Depending on each student's interest, they will be introduced applying these same skills in different types of trucks.

### Road Time (42 hours)

Students will apply skills taught in the yard to real life situations on the road. Upon completion of this part of their training, students will demonstrate proficiency in recognizing, avoiding, and solving potentially hazardous situations related to truck driving. Students are given added practice to increase familiarity with more truck routes and traffic situations. Depending on each student's endorsements, they will also gain experience driving other types of trucks.

### Endorsements and Logbook training (55 hours)

Students will gain exposure to different types of trucks and vehicles that are not included in their Class A Commercial Driver's License (COL). This includes preparation for any additional written exams and road skills tests to receive endorsements for driving other types of vehicles. In addition, students will gain documented experience that will aid them in obtaining a job after receiving their license. For this reason, Truck Nation School connects Exclusive students to local trucking companies and businesses in need of their services.

### Coupling and uncoupling (29 hours)

Students will learn the procedures for proper coupling and uncoupling, along with the hazards of improper coupling and uncoupling.

Includes Advanced program, along with job placement assistance.

## **Expert Program**

In the expert program, students complete 350 hours of training to aid them in obtaining their Commercial Driver's License (COL). Their training and development are divided into six different categories:

### Permit training (12 hours)

Students will have the knowledge necessary to pass their written exam and obtain their permit. Students will learn industry safety regulations and develop their ability to correctly identify and react to common scenarios on the road.

### Inspections (30 hours)

Students will conduct all required inspections before every trip they take. They will be able to identify vehicle issues to prevent on the road problems and safety hazards. After every inspection, they will also be able to evaluate the status of their truck and make any minor adjustments or repairs. With added practice, students will be able to conduct inspections at comparable speed and efficiency to drivers with several years of experience.

### Skills (50 hours)

Students will be taught essential skills. These tools will be practiced and applied during hands-on training in the truck yard. Students will demonstrate mastery of the following skills - multiple coupling and uncoupling techniques, backing articulated combinations, maneuvering around obstacles, calculating axle weight, and adjusting axle weight. All students will have the opportunity to apply these same skills in different types of trucks. Upon completion of this portion of the course, students will be able to apply these essential skills with ease and efficiency.

### Road Time (118 hours)

Students will apply skills taught in the yard to real life situations on the road. Upon completion of this part of their training, students will demonstrate mastery in recognizing, avoiding, and solving potentially hazardous situations related to truck driving. Students are given added practice to increase familiarity with more truck routes and traffic situations. All students will gain experience driving other types of trucks to gain the maximum amount of endorsements possible. After completing road time requirements, students will be equipped with the refined set of skills that compares to experienced drivers.

### Endorsements and Logbook (100 hours)

Students will gain exposure to different types of trucks and vehicles that are not included in their Class a Commercial Driver's License (COL). This includes preparation for any additional written exams and road skills tests to receive endorsements for driving other types of vehicles. In addition, students will gain extensive documented experience that will aid them in obtaining a job after receiving their license. Due to their numerous endorsements and comprehensive experience, Expert students make ideal candidates for employees in the trucking industry.

### Coupling and uncoupling (55 hours)

Students will learn the procedures for proper coupling and uncoupling, along with the hazards of improper coupling and uncoupling.

### **Exclusive Hours (Upgrade)**

Adding the Exclusive Hours will give the access to train during any of our operating hours.

### **Student Evaluation at Truck Nation School**

**Our students will receive weekly assessments on their respective step. Students will need to receive a 70% or higher on each assessment to move on to the next step. Once we compile all assessments and verify that they have successfully passed each assessment we will then consider them "Passed" from our program and schedule a DMV appointment for licensing.**

### **Licensure Requirements**

Graduates of a TNS course will be qualified to take the California DMV exam for a Class a Driver's license to become a truck driver.

Graduates will of course have to schedule, take and pass the DMV driver's exam and practical test to obtain a Class A driver's license.

Again, however, it should be emphasized that no promises of employment will be made to graduates.

**Faculty Qualifications** (The resumes and diploma copies as well as Instructor Agreements are all on file at TNS.)

Instructor Name	Program Name	Issue Date
<b>Danny Salceda</b> (Fresno Location)	Basic, Advanced, Pro, Exclusive, Expert	8-25-15
<b>Eleazar Colin</b> (Modesto Location)	Basic, Advanced, Pro, Exclusive, Expert	5-10-15
<b>Jose Cortez</b> (Fresno Location)	Basic, Advanced, Pro, Exclusive, Expert	6-26-85
<b>Francisco Barajas</b> (Fresno Location)	Basic, Advanced, Pro, Exclusive, Expert	6-3-15
<b>David Barrales</b> (Modesto Location)	Basic, Advanced, Pro, Exclusive, Expert	6-11-13



## **Participation in Federal and State Financial Aid Programs**

Truck Nation School is a new institution. Though students may qualify for bank loans at their financial institution supported in part by State or Federal programs, the school will not qualify for any Title IV programs of financial aid because it will not yet be accredited.

## **Probation, Dismissal, Absentee and Tardiness Policy**

Students are required to attend all course instruction and must participate in at least 80% of each to receive a passing score.

If a student's attendance becomes an issue, they will receive one warning from the school and be placed on probation. Students will be required to bring their attendance up to at least an 80% participation rate, or they will be dismissed from further attendance. If a student fails any component of a course, they will be placed on probation, allowed to retake the failed segment, and if a pass is not earned, will be dismissed.

Excused absences will be granted for the following: 1) a documented medical situation for the student or an immediate family member; 2) jury duty or court proceedings; 3) bereavement; or 4) military duty or obligations. The student will be required to begin where they left off in terms of their attendance and participation in a course of instruction. Other personal situations for which excused absences are requested will be reviewed on a case-by-case basis.

Students will be marked as tardy if they are more than 15 minutes late for any scheduled instruction. Three tardiest during any course of instruction will result in a warning to the student. A fourth tardy will result in the student's dismissal from the course, and they will have to be readmitted to and retake the course after a period of at least three months.

## **Leaves of Absence**

Any absence request requiring an absence of more than one week (five days) will be required to complete and submit a Leave of Absence request. Leaves of absence will be permitted on a case-by-case basis for a period not to exceed six months. A student will have to retake any course of instruction during which they departed the school and re-enroll for that course.

Circumstances necessitating a leave of absence may include, but are not limited to, short or long-term personal illness, military training or obligations, jury duty, maternity and infant care, or critical illness or death of an immediate family member. The Associate Dean of Student Services will send an official letter to the student and to the program indicating if the leave of absence has been approved or denied by the respective College Dean or designee.

No leave of absence is official until appropriate paperwork has been completed and filed with the COO of TNS. The student is responsible for initiating this process, obtaining the required forms and signatures, and providing the completed paperwork to the COO.

## **STUDENT'S RIGHT TO CANCEL**

Any student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation to: Chief Academic Officer, 4800 Elm Street, Salida, CA 95368. If you cancel this Agreement, the school will refund any money that you paid, less any non-refundable charges and deduction for text materials not timely returned in like-new condition, within forty-five days after your Notice of Cancellation is received.

## **Student Grievance Process**

It is recognized that from time-to-time students will encounter difficult situations or develop concerns while pursuing their education. These may affect relationships with fellow students, faculty, staff, and/or administration. If a student has a complaint or grievance, they should first try to address and resolve it with the person about whom they are complaining. Failing that attempted resolution, they can address their grievance in writing to the COO of TNS at the school address. The grievance will be considered by the COO who will contact the affected parties and issue their decision or a proposed resolution within ten days of receipt of the grievance.

## **Questions or Complaints**

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, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov). The telephone number and Fax numbers are (888)370-7589 or (916) 431-6959, or by fax at (916) 263-1897.

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

## **Student Services**

TNS will provide the following student services:

- Job leads
- Assistance with resume writing
- Referrals to trucking companies
- Trade journals available
- Learning materials, which include workbooks
- Practice permit tests
- Instructional DVD's

## **Distance Learning Institutional Responses During Instruction**

There is no distance-learning component of instruction at TNS.

## **Placement Services**

The TNS Job Placement Assistance Program is for students who sign up for the Pro Program. With this program TNS offers students a list of various employers who have a reputation for employing new drivers. This can be for both local and long-haul companies. TNS will assist them with submitting resumes if needed as well as making initial contact with the companies to see if they are currently hiring and letting them know we have drivers interested in joining their company.

Otherwise, TNS provides no placement services.

## **Review Before Signing**

Prospective enrollees and students are encouraged to visit the website of the school and discuss personal educational and occupational goals with school personnel. 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.

## **Accreditation**

Neither TNS nor any of its courses are at present accredited by an accrediting agency recognized by the U.S. Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. A graduate of TNS will, however, be eligible to sit for the driver's license exam in California.

## **Housing**

TNS does not have any dormitory facilities or housing arrangements because none are necessary. We therefore assume no responsibility to find or assist a student in finding housing. Any housing needs are the sole responsibility of the student.

There are a variety of housing accommodations near the main location in Fresno, California ranging from hotels to apartments for rent. The price range per day ranges tremendously from a low of perhaps \$50 per day to a high of approximately \$450 per day, depending upon a visitor's financial condition and preferences.

## **Statement Regarding Bankruptcy**

TNS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not 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. Section 1101, et. seq.)

## STUDENT TUITION RECOVERY FUND (STRF) FEES:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

### Student and Faculty Records

TNS does and will maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. TNS grants only certificates of completion.

It will maintain, for each student granted a certificate, permanent records of all the following:

1. the certificate granted and the date on which that certificate was granted
2. the courses on which the certificate was based
3. the grades earned by the student in each of those courses.

**TNS will** maintain, for an indefinite period, at or through its principal place of business in this state, complete and accurate records of all of the following information:

- a. The educational programs offered by the institution and the curriculum for each.
- b. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- c. Any other records required to be maintained including records relating to determinations of **completion, placement, licensure, and salary disclosure requirements.**

TNS will maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. The student file will contain all of the following pertinent student records:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test.
  - b. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program.
  - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes.
  - d. All the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit.
2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
5. A transcript showing all the following:
  - a. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
  - b. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit, should TNS change its policy in the future regarding accepting experiential credit.
  - c. Credit for courses earned at other institutions.
  - d. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
  - e. The name, address, website address, and telephone number of the institution.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.
7. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency (should TNS become nationally accredited);
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
10. Copies of any official advisory notices or warnings regarding the student's progress; and
11. Complaints received from the student.

TNS will maintain all records required by the California Private Postsecondary Education Act of 2009. The records will be maintained in this state.

In addition to permanently retaining a transcript the school will maintain for a minimum period of 5 years the pertinent student records described in the California Code of Regulations Section 71920 from the student's date of completion or withdrawal.

TNS will collect and maintain records of student information to substantiate the data reported on the STRF (Student Tuition Recovery Fund) Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

1. Student identification number,
2. First and last names,
3. Email address,
4. Local or mailing address,
5. Address at the time of enrollment,
6. Home address,
7. Date enrollment agreement signed,
8. Courses and course costs,
9. Amount of STRF assessment collected,
10. Quarter in which the STRF assessment was remitted to the Bureau,
11. Third-party payer identifying information,
12. Total institutional charges charged, and
13. Total institutional charges paid.

TNS will maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. TNS will make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records will be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

TNS will maintain a second set of all academic and financial records required by the Act at a different location, or safely backed up, unless the original records are maintained in a manner secure from damage or loss. An acceptable manner of storage would include fire resistant cabinets.

All records that TNS is required to maintain by the Act will be made immediately available for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

In the event of a closure of TNS, the institution and its owners will be jointly and severally responsible to arrange at their expense for the storage and safe keeping in California of all records required to be maintained for as long as those records must be maintained.

## **MAINTENANCE OF STUDENT RECORDS**

TNS will maintain all required records. The records will be maintained in California. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, TNS will maintain for a period of 5 years the pertinent student records described in California Code of Regulations Section 71920 from the student's date of completion or withdrawal.

TNS will maintain records relating to federal financial aid programs as provided by federal law, should students later be enabled to obtain that aid.

TNS is aware that a record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all the following apply:

1. The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act.
2. For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonable proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

TNS has personnel scheduled to be available at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and any person authorized to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$.10) per page.

TNS will maintain a second set of all academic and financial records required at a different location unless the original records are maintained in a manner secure from damage or loss, such as the Cloud. An acceptable manner of storage includes fire resistant cabinets. All records that the institution is required to maintain will be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

If TNS closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under pertinent law and regulation, during normal business hours by any entity authorized by law to inspect and copy records.

Student records will be stored at the main location for TNS. Student records will be backed up on QuickBooks using the Right Network as the TNS Server, and a duplicate record will be stored.

The main physical address and phone number of the location where records are and will be stored is 4800 Elm Street, Salida, CA 95368.

## REFUND POLICY

The institutional refund policy for students who have completed 60 percent or less of the course of instruction, and who have not cancelled as explained above, shall be a pro-rata refund.

You are obligated to pay only for educational services received and for unreturned equipment or materials. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Any student who notifies TNS of cancellation or program withdrawal in writing has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later; less the non-refundable fees identified above.

All students must provide written notification of withdrawal, cancellation, or request for refund.

Students who have completed 60% or less of a course are entitled to a refund based on the refund formula below. After 60% of the course has been completed the course is non-refundable.

Refunds must be requested in writing to the COO, Truck Nation School, 4800 Elm Street, Salida, CA 95368, and the refund will be calculated upon the receipt date or upon withdrawal of the student by the school as referenced above.

Any refund to a student will be refunded minus any non-refundable fee, within 45 days of notification in writing or constructive withdrawal made by the school.

Refunds are calculated as follows (and are only for students who have completed less than 60% of the total instruction hours): The institution's refund policy for students who have completed 60% or less of the course of instruction shall be a pro rata refund calculated by hour of instruction minus any non-refundable fee.

**FORMULA:** (1) deduct the non-refundable application/registration fee or any other non-refundable fee from the total tuition charge; (2) divide this figure by the number of hours in the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [3], plus the amount of the application/registration or other non-refundable fee specified in [1]; and (5) the refund shall be any amount in excess of the figure derived from [4] that was paid by the student to the institution.

**HYPOTHETICAL EXAMPLE:** A student registers for a 36-hour course at a cost of \$1800. Upon the student notifying the school in writing of a withdrawal after attending 12 hours, a refund is calculated as follows: Total tuition of \$1800 minus \$350 in non-refundable fees equal \$1450. \$1450 divided by 36 hours of instruction equals \$40.28/hr. The student owes 12 hours completed x \$40.28 = \$483.36 + \$350 in non-refundable fees, totaling \$833.36. The \$1800 tuition fee minus \$833.36 = a refund of \$966.64.

### Federal or State Loans:

If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid programs funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. 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.

## WITHDRAWAL

You have the right to withdraw from a course of instruction at any time. A Notice of Withdrawal must be made in writing to the address of the school at COO, Truck Nation School, 4800 Elm Street, Salida, CA 95368. When a student officially withdraws from a course, any refund of tuition will be governed by the following policy calculated from the first official day of classes. Only non-refundable fees will be assessed or deducted from the amount to be refunded to the student. There will, however, be no refund for late payment of fees.

Please be advised that a constructive withdrawal of a student may also be made by the school. Such a withdrawal will be determined to have occurred, if in the estimation of the school and instructor, and in the absence of an approved leave of absence or other short-term absence, the student fails to participate in course assignments or other instruction for a period of 60 days.

If a student wishes to withdraw from the institution or a course of instruction, the student must contact the COO, Truck Nation School, 4800 Elm Street, Salida, CA 95368.

Refunds will be processed when a student has resolved all financial obligations against their school debts, and their student account reflects a credit balance. Refunds are processed within 45 (forty-five) days after the student's account reflects a credit balance.

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

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

### **Gainful Employment**

To report gainful employment of its graduates, Truck Nation School identifies truck drivers, both heavy and tractor-trailer, as the appropriate U.S. Department of Labor Standard Occupational Classifications for placement purposes. The appropriate SOC code is therefore 53-3032.

### **Truck Nation School Website**

The Truck Nation School website will comply with Bureau of Private Postsecondary Education (BPPE) requirements. Once approval has been granted, the website will contain:

- A link to the school catalog
- A School Performance Fact Sheet for each educational program offered by the school
- Any student brochures offered by the institution
- A link to the BPPE Internet Web Site
- The school's most recent annual report submitted to the BPP