



# Masters Trucking Academy LLC

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## Student Catalog

2023 Academic Year

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## Welcome to Masters Trucking Academy LLC



I Would like to extend a warm welcome to all those who have enrolled or are considering enrolling in the Truck Driving School program. This program is designed to equip you with the necessary knowledge and expertise required to become a competent and confident truck driver. Whether you are a new employee or someone looking to make a career transition, this is an excellent chance to expand your horizons.

We understand that undertaking this training program requires dedication and commitment on your part. Your enthusiasm and eagerness to learn will be key to making the most of this opportunity. I encourage you to take full advantage of the resources and support available to you during this program.

If you have any questions or need further information about the truck driving academy, please don't hesitate to reach out to MaryCruz Aguilar at 323 510-1477.

Once Again, congratulations on taking this important step towards a promising career in truck driving. We look forward to witnessing your growth and success in the program.

Best Regards,

Karla Costilla/President

## Institutional Mission & Objectives

Masters Trucking Academy is dedicated to the development of practical skills with a focus on academic excellence and career readiness in all of our students. It is our mission to deliver excellent education while developing critical skill sets in our students, to prepare them for a career in the trucking industry. Our primary objective is to graduate students who are qualified to excel in their chosen vocation, advance to leadership roles and endeavor to derive maximum benefit from a learning environment that is professional, one that fosters respect and recognizes its responsibility to identify and acknowledge excellence in teaching and learning.

## Instructional Location

16820 S Figueroa St. Gardena, CA 90248

## Description of the facility & type of equipment used for Instruction.

The school is located on a 53k square foot property with an office building, a mobile classroom trailer, and restrooms. Student's parking is on the street next to the property. Instruction is provided in the primary classroom and outdoor training facility. At the present time the classroom is equipped with laptops and tv for power point presentations.

This institution uses Freightliners (3) 2015 (1) 2011 (1) 2013 Cascadia tandem axle day cap, Internationals (1) 2012 (1) 2013 (1) 2016 Prostar tandem axle day cap, Volvos (2) 2011 and 10 20' containers. All vehicles are maintained in accordance with federal and state regulations.

## Instructors

Name	License	Experience
Hollie Dunlap	A	10 Years tractor-trailer experience
Ernesto Jaurique	A	5 Years tractor-trailer experience
Tina Suazo	A	11 Years tractor-trailer experience
Leslin Mazariegos	A	3 Years tractor-trailer experience
Benjamin Meza	A	20 Years tractor-trailer experience
Lawrence Alvitre	A	4 Years tractor-trailer experience
Darren Aaron	A	11 Years tractor-trailer experience
Evenor Alecio	A	3 Years tractor-trailer experience

## Office/Admissions

Name	Title	Experience
Kenia Davila	Manager	Combination of 15 years in the transportation and truck driving school industry
Maria Aguilar	Enrollment's Director	7 Years truck driving school industry
Merly Davila	Student Care	2 Years truck driving school industry
Amairani Quezada	Student Services	4 Years truck driving school industry

## Tuition & Fees

### 10 Week Program

	FEES
Total Program Tuition	\$4, 547.50
Textbooks & Materials (non-refundable)	\$150.00
Registration Fee (non-refundable)	\$250.00
STRF Fee (non-refundable)	\$12.50
Total Cost:	\$4,960.00

### 8 Week Program

	FEES
Total Program Tuition	\$3,550.00
Textbooks & Materials (non-refundable)	\$150.00
Registration Fee (non-refundable)	\$250.00
STRF Fee (non-refundable)	\$10.00
Total Cost:	\$3,960.00

## CALIFORNIA STATE APPROVAL STATEMENT

Masters Trucking Academy Truck Driving School is a private institution approved to operate by the California Bureau of Private Postsecondary Education. 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.

## Academic Calendar

January 2023	
Start Date	End Date
01/09/23	03/17/23
01/09/23	03/10/23
01/23/23	03/31/23
01/23/23	03/24/23

February 2023	
Start Date	End Date
02/06/23	04/14/23
02/06/23	04/07/23
02/20/23	04/28/23
02/20/23	04/21/23

March 2023	
Start Date	End Date
03/06/23	05/12/23
03/06/23	05/05/23
03/20/23	05/26/23
03/20/23	05/19/23

April 2023	
Start Date	End Date
04/03/23	06/09/23
04/03/23	06/02/23
04/17/23	06/23/23
04/17/23	06/16/23

May 2023	
Start Date	End Date
05/01/23	07/07/23
05/01/23	06/30/23
05/15/23	07/21/23
05/15/23	07/14/23
05/29/23	08/04/23
05/29/23	07/28/23

June 2023	
Start Date	End Date
06/12/23	08/18/23
06/12/23	08/11/23
06/26/23	09/01/23
06/26/23	08/25/23

July 2023	
Start Date	End Date
07/10/23	09/15/23
07/10/23	09/08/23
07/24/23	09/29/23
07/24/23	09/22/23

August 2023	
Start Date	End Date
08/07/23	10/13/23
08/07/23	10/06/23
08/21/23	10/27/23
08/21/23	10/20/23

September 2023	
Start Date	End Date
09/04/23	11/10/23
09/04/23	11/03/23
09/18/23	11/24/23
09/18/23	11/17/23

October 2023	
Start Date	End Date
10/02/23	12/08/23
10/02/23	12/01/23
10/16/23	12/22/23
10/16/23	12/15/23
10/30/23	01/12/24
10/30/23	01/05/24

November 2023	
Start Date	End Date
11/13/23	01/26/24
11/13/23	01/19/24
11/27/23	02/09/24
11/27/23	02/02/24

December 2023	
Start Date	End Date
12/11/23	02/23/24
12/11/23	02/16/24

## Class Schedule Information

Masters Trucking Academy LLC Entry level training is a 8 week program and 10 week program. Student training is conducted under Federal Motor Carrier Safety Administration (ELDT) regulations. Training is offered Monday through Friday, from 9:00 am to 12:00 pm, 1:00pm to 4:00pm and 5:00 pm to 8:00 pm.

Days	Morning Class	Afternoon Class	Evening Class
<b>Monday</b>	9:00am to 12:00pm	1:00pm to 4:00pm	5:00 pm to 8:00pm
<b>Tuesday</b>	9:00am to 12:00pm	1:00pm to 4:00pm	5:00 pm to 8:00pm
<b>Wednesday</b>	9:00am to 12:00pm	1:00pm to 4:00pm	5:00 pm to 8:00pm
<b>Thursday</b>	9:00am to 12:00pm	1:00pm to 4:00pm	5:00 pm to 8:00pm
<b>Friday</b>	9:00am to 12:00pm	1:00pm to 4:00pm	5:00 pm to 8:00pm

## Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs. Library materials and research projects are of no benefit to our truck driving and port dispatcher students. The resources library contains instructional reading materials, current industry magazines and access for applications, telephone and research. This school provides its students with the Manual available from the DMV which is specifically written to assist individuals in preparation for the written Class A and B driver's license examination. It is the authoritative guide for this purpose and is available at no charge from the DMV in California. These learning resources are sufficient to support the instructional needs of the students since they provide current information related to Class A CDL licensure. Students have access to learning resource materials during normal business hours of operation and can obtain any desired resource by requesting assistance from the staff during business hours.

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

The transferability of credits you earn at Masters Trucking Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Masters Trucking Academy to determine if your certificate will transfer.

### **Admissions Policies & Recognition of Credits Criteria for consideration for admission**

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
3. This institution does not award credit for experiential learning.
4. This institution has not entered into an articulation or transfer agreement with any other institution.
5. FMCSA requires that commercial drivers have a sufficient understanding of the English language to perform their duties safely. This includes being able to read, write, and speak English well enough to communicate with others, understand road signs and regulations, and complete necessary documentation.
6. Be at least 18 years old.
7. Must Provide one of the following, an original U.S. Birth Certificate, Original U.S. Certificate of Naturalization, Valid U.S. Passport, Valid U.S. Work Permit, or Valid U.S. Resident Card.
8. Must Provide proof of California residency (bank statement, lease agreement, utility bill)
9. Must Provide a valid California driver's license
10. Must provide a valid Social Security Card.
11. Pass a DOT physical exam,
12. Obtain CDL A writing permit
13. Pass DOT Drug Test (5-Panel) completed by a school & NRCME approved Medical Professional.
14. Enroll in a Student Driver Consortium program



## **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered

## **Language Proficiency**

The following apply to students for whom English is not their primary language and will be taught in English. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

## **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

Student Tuition Recovery Fund Disclosures. “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.” “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, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result 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 in excess of 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 noncollection 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.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## Student Rules and Regulations

It is necessary for all students to abide by the rules and regulations established. The purpose of these rules and regulations is to promote an atmosphere conducive to learning and proper behavior. Students whose conduct poses a danger to persons or property or is a continuous disruption of the academic process may be immediately dropped from the academy.

### Student Conduct

Students are expected to behave professionally and respectfully at all times. Foul or vulgar language and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. Students who are conducting themselves in a manner detrimental to the academy, staff or other students will be dropped. Theft of academy or students' property is grounds for immediate dismissal. All recording devices are not allowed during classroom instruction or during field training/exercises. Any student that is found with any recording device will be dropped immediately. Only faculty or school officials are allowed to use recording devices for training and marketing purposes. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Any accidents while training (you will be asked to take a drug test the same day).
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- 3 consecutive unexcused absences.
- Behavior creating a safety hazard to another person(s).
- Cheating
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Unauthorized truck starting or operation.
- Fraternalizing with any member of the academy staff during non-academy hours for the duration of the entire training period.
- Stealing or damaging the property of another. Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## Attendance

Students are expected to attend classes as scheduled. Administrators keep a record of attendance of each student. An excused absence is an illness, death/birth in immediate family, or an emergency. To be excused, the student must notify the academy prior to the missed day.

- A. A written request for a leave of absence will be considered and may be granted at the discretion of the academy administrators. Absences must be documented in writing and make-up work may be required. The student and instructor must arrange make-up class work at the academy's discretion.
- B. Out of courtesy to fellow students and instructors, we must request you arrive on time, as scheduled. 5 minutes past the start of class is considered being tardy and you will not be permitted that day.

A student with 2 unexcused absences will be sent a warning letter notifying him/her of potential problems arising from their absences. Students with 3 unexcused absences will be sent a drop letter & they will be dismissed from Masters Trucking Academy. Tardiness on 3 occasions will be considered one un-excused absence.

## Dress Code

Dress appropriately. No tank tops, halter-tops, short shorts, skirts, bare chests, open toe shoes or heels. Suggested wear for class is jeans, sweatshirts, and comfortable work shoes. We recommend that you do not wear "good clothing" to class because you will be getting under and around trucks which may be soiled. For SAFETY reasons, students should not wear large dangling earrings, loose jewelry, or large belt buckles around equipment. Long hair should be tied back.

## Housekeeping

It is very important to the safety of all students and academy faculty to maintain a clean environment. You are all adults and are able to clean up after yourself, please do not assume that someone will do it for you. Place all garbage in the trash cans, keep the bathroom and kitchen areas clean, when smoking outside of the building, place your cigarette butts in the can located outside the building door, not the ground.

## Complaints/Grievances

You will be given a copy of the academy's complaint policy, any requests for further actions may be made to the office manager or if still unresolved, contact Karla Costilla, Academy

Director of Masters Trucking Academy. Students are to report all injuries, complaints and grievances to the Associate Director.

## Drug Policy

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

- 1) It is a violation of academy policy for any student to possess, sell, trade or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol on academy premises.
- 2) It is a violation of academy policy for anyone to report to academy under the influence of illegal drugs or alcohol, that is, with illegal drugs in his/her body.
- 3) It is a violation of the academy policy for anyone to use prescription drugs illegally. (This does include the appropriate use of legally prescribed medication).
- 4) Violations of this policy are subject to disciplinary action up to and including being dropped from the course. All students enrolled will undergo testing for the presence of illegal drugs as a condition of enrollment. Any student with a confirmed positive test result will be denied enrollment. Masters Trucking Academy will not discriminate against any past history of drug abuse. The academy has adopted testing practices to identify students who use illegal drugs either on or off the campus. It shall be a condition of enrollment for all students to submit to drug testing under the following circumstances:
  - Pre-enrollment Test
  - Random Test
  - Post-accident Test
  - Return to duty and follow up Test
  - Reasonable suspicion Test

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

## Drug and Alcohol Free Policy

Masters Trucking Academy policy is to maintain a drug and alcohol free workplace and training environment.

Employees and enrolled students are expected and required to report to work/class on time and in appropriate mental and physical condition for work/class. It is our intent to provide a drug and alcohol free, healthful, and safe work/class environment.

The unlawful manufacture, distribution, possession, or use of a controlled substance on the academy's premises or while conducting the academy's business off its premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination/expulsion, and may have legal consequences.

Employees and students must report any conviction under a criminal drug statute for violations occurring on or off the academy's premises while conducting company business. A report of conviction must be made within 7 days after the conviction.

The academy recognizes drug and alcohol dependency as an illness and a major health problem. The academy also recognizes drug and alcohol abuse as potential health, safety, and security problems. Employees needing help in dealing with such problems are encouraged to use our employee assistance program and health insurance programs (further information about these programs is available from the head of Human Resources). Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

## Field (Truck) Training

- All students who are in road training MUST have his/her driver's license, valid commercial permit, and medical certificate at all times. No student will be allowed to drive without these items.
- No smoking, food, or beverages are allowed in the trucks.
- Do not ride the clutch. Only activate the clutch when you are going to shift gears or stop.
- The yard speed limit is idle speed only in first or reverse gears, which is about 3 MPH.
- Each student is assigned to a vehicle to perform the pre-trip inspection and you are required to stay with that vehicle unless otherwise stated by your instructor, pre-trip and airbrake instruction is included in drive time. Trucks will be cleaned daily upon returning to the yard.

- Personal cleanliness is important. 5 people may be in a vehicle at one time and close quarters demand good personal hygiene practices. You may be refused training on a day when you do not meet good personal hygiene standards.
- Students are not allowed to be under the influence of alcohol, illegal drugs, or prescription drugs. Using drugs may alter your judgment or reaction time are not allowed, even if it is prescribed.
- No cell phone usage allowed while training unless authorized by an academy official(s). This is a safety issue.
- No recording devices are allowed while training unless authorized by the academy official (s)

## **Accident Waiver and Release of Liability Form**

Student assume all of the risks of participating and/or volunteering in this activity or event for the duration of the training, including by way of example and not limitation, any risk that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

Student must be physically fit, be sufficiently prepared or trained for participation in the activity or event and have not been advised to not participate by a qualified medical professional. Student must certify that there are no health-related reasons or problems which preclude his/her participation in this activity or event.

Student must acknowledge that this Accident Waiver and Release of Liability Form will be used by Masters Trucking Academy and/or their directors, officers, employees, volunteers, representatives, and agents; and organizers of the activity or event in which he/she may participate, and that it will govern his/her actions and responsibilities at said activity or event.

Masters Trucking Academy, and their directors, officers, volunteers, representatives, and agents are not responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the participant.

Vehicular traffic, actions of other people including, but not limited to, participants, volunteers, pedestrians. These risks are not only inherent to participants but are also present for volunteers.

Student must consent to receive treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event.

Student must understand that at this event or related activities, he/she may be photographed. He/she must agree to allow photo, video, or film likeness to be used for any legitimate purpose by Masters Trucking Academy, sponsors, organizers, and assigns. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Masters Trucking Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Masters Trucking Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary



to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 16820 S Figueroa St Gardena, CA 90248 or by email to [karla@masterstruckingacademy.com](mailto:karla@masterstruckingacademy.com). If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

## **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an

educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. 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 program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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. (CEC 94911 (f)).

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 take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 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.

## **Policies and Procedures Regarding Financial Aid**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **Financial Aid Disclosures**

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students.

## **Grades and Standards for Student Achievement - Satisfactory Progress**

Pass/fail scores are utilized for all skills examinations, quizzes, and the written final examination. Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program. The grading policy includes:

skills, quizzes, final exam, participation and attendance. Students will be evaluated throughout the program. The student’s final grade will be calculated by the following grading scale.

<b>Pass/Fail Scale</b>		
<b>Type</b>	<b>Grade Scale</b>	<b>Grade</b>
Quizzes/ Final	80 & Above	Pass
	79 & Below	Fail
Skills Assessment	90 & Above	Pass
	89 & Below	Fail

Students are evaluated weekly and must complete all courses within the grading period. Students with “incomplete” will be given a week to make up the work. This must be done in addition to regular work. If the work is not completed, the “incomplete” will become a failure. Students who are unable to complete the course due to verifiable illness or other special circumstances will be given credit for all course work previously completed, upon approval by Academy Administrators. All training must be completed within the designated course timeframe (maximum course length is 8 weeks or 160 hours). If the students does not complete the training within this time frame they may be dropped from the course and will not be eligible to graduate. This does NOT include students waiting for their 1<sup>st</sup> DMV test appointments or those with prior approval from academy administrators.

### **Graduation Requirements**

Students enrolled in our programs that have passed all their testing, have met all the requirements and received a state California Commercial Driver license using Masters Truck Academy’s approved equipment, shall be eligible for graduation. Successful students will receive a certificate of completion upon graduation. Any student who fails or does not complete training will receive a transcript indicating the hours completed.

### **Job Placement**

Our goal at Masters Trucking Academy is to place every student in a job. Pursuant to this, our staff will help with job development preparation. However, it is the company you interview with which will determine if you will be hired. It is critical that you dress properly and are well groomed for your interview. However, we cannot guarantee you will be hired at any company due to their company’s needs.

## Commercial Driver's License Testing Policy

Masters Trucking Academy's policy for DMV commercial driver license testing is as follows:

Students are allowed 3 attempts to pass the DMV's Commercial Driver License written exams and DMV road tests, which include: airbrake test, pre-trip tests, skills tests, and driving tests. If a student fails anyone of the aforementioned tests, they will be subject to but, not limited to the following; California Department of Motor Vehicles retesting fees, (\$41.00 per occurrence) Masters Trucking Academy retesting fees, (\$350.00 per occurrence) use of company equipment fees, and/or fees for additional training. Masters Trucking Academy fees will be calculated based on the evaluation and needs of each individual student. All fees are subject to change without notice.

If a student does not follow the academy's testing policy and proceeds to take the DMV written or drive test without the academy's consent and use of academy's training equipment, the student will be withdrawn from the academy immediately and will not be eligible for graduation nor receive a certified certificate of completion.

All enrolled students that attend the academy must obtain a California Commercial License Permit by the 5<sup>th</sup> day of class. If you fail to obtain your California Commercial License Permit within the 5-day timeframe you will be dropped from the training program without notice. In the event any student does not maintain satisfactory progress during the training period they will be withdrawn from the academy immediately. The academy will not schedule any student for the DMV's mandatory field tests which include; airbrake, pre-trip, skills, and behind the wheel tests if their instructor feels they are not prepared by successfully completing and passing all academy commercial driver training and tests. You will not receive a certified certificate of completion from Masters Trucking Academy if you fail to complete the course, obtain a commercial license using the academy's approved training equipment, if you have been dropped or receive an incomplete as a final grade.