



TRUCK DRIVING SCHOOL

"HELPING YOU DRIVE YOUR WAY TO SUCCESS"™



SCHOOL CATALOG | 2018
PROFESSIONAL TRUCK-DRIVER TRAINING
www.catruckschool.com

VIB / CATALOG EFFECTIVE:
JANUARY 1st 2018 TO DECEMBER 31st 2018

Statement of Ownership.....	3
From the President	
California Regulatory Disclosures.....	4
Additional Disclosures	
California State Approval Disclosure	
Academic Calendar.....	5
About TGA Truck Driving School.....	6-7
School Mission	
School Purpose	
School History	
Facilities & Description	
Class Schedule Information	
Admissions Policies & Disclosures.....	8-10
Admissions/Enrollment Process & Criteria	
Licensure Criteria	
Statement of non-Discrimination	
Programs Preparing Graduates for a Field Requiring Licensure	
Notice to Applicants and Students with Misdemeanor and Felony Convictions	
Notice Concerning Transferability of Credits and Credentials Earned	
Transfer Credit for Previous Education	
Academic Policies & Disclosures.....	11-13
Student Progress Policy	
Condition for Re-enrollment Policy	
Student Conduct Policy	
Student Attendance	
Student Tardiness/Early Departure	
Interruption for Unsatisfactory Attendance	
Military Duty	
Leave of Absence	
Make-Up Work	
School Dismissal	
Student Policies & Procedures.....	14-16
Complaint/Grievances Procedure	
Conduct & Discipline	
Drug & Alcohol Abuse Prevention	
Sexual Harassment Policy	
Student Records, Transcript Policy	
Student Services & Resources.....	17-18
Career Services, Housing, Library, Security	
Advising and Tutorial Assistance	
Disability Services	
Financial Policies & Information.....	19-24
Financial Assistance	
Veterans Educational Benefits	
Tuition & Fees	
STRF	
Refund Policy	
School Curriculum.....	25-29
Professional Truck-Driver Training Program	
Instructors & Equipment	
Receipt of Catalog	

Transportation Guidance & Assistance Truck Driving School (dba: TGA Truck Driving School) is owned and operated by Reich Industries, Inc., a California Corporation located at 1115 S. Taylor Ave Montebello, CA 90640 (P: 626.443.7167).

From the President

Welcome to Transportation Guidance & Assistance Truck Driving School!

Since our founding on January 7, 1991, TGA Truck Driving School has always maintained a high level of educational standards which allows, both student and educator, to partner, and begin a new life-changing process and achieve professional success in an ever-growing transportation industry.

We take pride in the accomplishments of our graduates, who serve as professional commercial drivers throughout the state, region and nation. Our staff, instructors and industry partners are deeply committed to an educational partnership with our students in the quest to fulfill their professional aspirations.

Again, welcome to our truck driving school, and know that the road you have embarked on is not an easy one, but the rewards for reaching your destination are priceless.

Best Regards,

Pablo J. De Leon
President and Chief Executive Officer
Reich Industries, Inc.
Transportation Guidance & Assistance Truck Driving School

Certified true and correct in content and policy:

School Official's Signature

Title

Date

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.

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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Additional Disclosures

This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11U.S.C. Sec. 1101 et seq.).

Training is conducted at 1115. South Taylor Ave Montebello, California 90640.

This institution has not entered into any articulation or transfer agreement with any other college or university.

California State Approval Disclosure Statement

Transportation Guidance & Assistance 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.

This institution is closed for the following days: New Years Eve, New Years Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

January		July	
Start Date	End Date	Start Date	End Date
01/08/18	03/16/18	07/09/18	09/14/18
01/22/18	03/30/18	07/23/18	09/28/18

February		August	
Start Date	End Date	Start Date	End Date
02/05/18	04/13/18	08/06/18	10/05/18
02/19/18	04/27/18	08/20/18	10/19/18

March		September	
Start Date	End Date	Start Date	End Date
03/05/18	05/11/18	09/03/18	11/02/18
03/19/18	05/25/18	09/17/18	11/16/18

April		October	
Start Date	End Date	Start Date	End Date
04/02/18	06/08/18	10/01/18	12/07/18
04/16/18	06/22/18	10/15/18	12/21/18

May		November	
Start Date	End Date	Start Date	End Date
04/30/18	07/06/18	11/05/18	01/11/19
05/14/18	07/20/18	11/19/18	01/25/19

June		December	
Start Date	End Date	Start Date	End Date
06/11/18	08/17/18	12/10/18	02/15/19
06/25/18	08/31/18	NONE	NONE

Our Mission

At Transportation Guidance & Assistance Truck Driving School, we pursue excellence in training that leads our students into professional success. We deliver transformational education within a culture of honesty and hard work. We design market responsive programs through collaboration between faculty and industry professionals. We continuously pursue more effective training methods through which students develop skills and confidence required in an ever-changing transportation industry.

Our Purpose

The purpose/objective of Transportation Guidance & Assistance Truck Driving School is to prepare our students for a successful career by providing the best possible training, while also providing a pleasant, rewarding work environment for our associates. We are working for the success of every student and to build an educational reputation that will assure valuable future opportunities for our graduates.

Our History

Transportation Guidance & Assistance Truck Driving School was founded on January 7th 1991 as a private post secondary institution in the city of Whittier, California. In 1992, TGA Truck Driving School added its Spanish programs. The success to this approach led the institution to expand its operations and grow its main campus which moved to the city of South El Monte, California by 2001. The school's leadership maintained a well-trained instructional staff and operated thirteen tractor-trailers to fulfill the demand of a growing school.

In July of 2008, TGA Truck Driving School received institutional approval by the California State Approving Agency for Veterans Education (CSAAVE). In January 2010, TGA Truck Driving School became a member of Train.2.Hire, increasing job placement rates and student recruitment. In March 2010, TGA Truck Driving School formally incorporated under the name Reich Industries, Inc. and formally ended its Spanish training programs per Federal Motor Carrier Safety Administration Regulations (FMCSA).

In January 2014, TGA Truck Driving School moved it's main campus to its current location in the city of Montebello, California.

Facilities Description

1115 South Taylor Ave
Montebello, CA Campus (*Main Campus*)
P: 626.443.7167

TGA Truck Driving School is located in a single story building with an estimated 35,000 Sq. Ft. training lot available for all yard-based skills with lighting for night training. Institutional grounds are handicap accessible and ADA compliant. Our 1,000 Sq. Ft. building houses two (2) administrative offices, a library and a classroom that accommodates 12 people. Our location has a resource library with open access during normal operating hours. The resources library contains instructional reading materials, current industry magazines and access for applications. Our tractor-trailers have two and three axles and utilize a 10-speed transmission.

Class Schedule Information

The Professional Truck Driver Training Program is a total of 10-weeks in length. All students will be given the proper training as defined by the Federal Motor Carrier Safety Administration (FMCSA) & Regulations set forth by the Department of Transportation (DOT) for entry-level drivers.

Training is offered Monday, Tuesday, Wednesday, & Thursday. The school is closed on Sunday. Programs are offered from 8:00AM – 12:00PM, 1:00PM – 5PM or 6PM to 10PM. Please see our Academic Calender for start dates (page 5).

Class Times:

Monday	Tuesday	Wednesday	Thursday	Friday
Classes Scheduled Between	Classes Scheduled Between	Classes Scheduled Between	Classes Scheduled Between	Classes Scheduled Between
8AM – 10PM	8AM – 10PM	8AM – 10PM	8AM – 10PM	8AM – 10PM

This institution is closed for the following days: New Years Eve, New Years Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Admissions/Enrollment Process & Criteria

Students must apply for admission to their program of study to be considered for acceptance and be provided a specific starting date. The School reserves the right to deny admission to applicants if the admissions requirements are not successfully met.

1. Participate in an admissions interview arranged by the School's admissions representative;
2. Submit a complete application for admissions;
3. Submit documentation of proof of high school graduation or its equivalent or pass an Ability to Benefit exam if the applicant does not have a high school diploma or GED certificate. An applicant without a high school diploma, or equivalent, must take an entrance exam (Wonderlic's Basic Skills Test) to enter the program of study. Passing scores for the Wonderlic's basic skills tests are as follows: Quantitative score of 210 or greater & Verbal score of 200 or higher.;
4. Meet any program specific entrance requirements;
5. Complete an enrollment agreement;
6. Must be 18 years of age prior to enrollment required by Federal Motor Carrier Safety Administration and Department of Motor Vehicle regulations;
7. No Visa services or vouchers provided.

Licensure Criteria

All students must possess the ability to speak the English language to the standards set by the Federal Motor Carrier Administration (§391.11 Subpart B FMCSR). Ability to read, speak, and understand English language sufficiently to converse with general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make legible entries on reports and records. TGA Truck Driving School does not provide English language services.

1. Be at least 18 years of age ;
2. Must provide Birth Certificate, Certificate of Naturalization, or Green Card;
3. Must provide a valid California drivers license;
4. Must provide an H6 Motor Vehicle Report;
5. Must provide a valid Social Security Card;
6. Pass a DOT mandated physical, drug, and alcohol exam.

Statement of non-Discrimination

TGA Truck Driving School does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, political affiliation, age, or disability. The School complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the School Director who will provide students with procedures to resolve complaints relating to alleged unlawful discriminatory actions.

Programs Preparing Graduates for a Field Requiring Licensure

Under California law, TGA Truck Driving School must take reasonable steps to ensure the student is eligible for licensure if he or she has chosen a program in a field where licensure is required. There are numerous eligibility requirements for licensure. Students are urged to be familiar with these requirements. If the student identifies concerns regarding his or her ability to meet licensure requirements, he or she is encouraged to discuss the concerns with an admissions representative and the appropriate school representative. If the student decides to continue in a program of study given the understanding that he or she may not be able to achieve licensure, the student will be asked to sign an acknowledgment to that effect.

Notice to Applicants and Students with Misdemeanor and Felony Convictions

Employment in most driving positions requires a background check. The School does not believe that students should make a substantial investment of time and money if the ability to secure employment in the field of study is unlikely. For this reason TGA Truck Driving School does not accept admissions applications from prospective students with felony and/or misdemeanor convictions when they are known to hinder job placement. Prospective students are required to disclose information relating to any felony or misdemeanor conviction to their admissions representative.

Notice Concerning Transferability of Credits and Credentials Earned

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

Transfer Credit for Previous Education

Students who request to transfer credits from previously attended institutions must submit sealed official transcripts to the Admission's Office from originating institutions. Only official transcripts from institutions accredited by agencies recognized by the U.S. Department of Education will be accepted for transfer credit evaluation. In addition to official transcripts, copies of course descriptions, school catalogs, and course syllabi may also be required for evaluation purposes. Military service veterans are required to provide official transcripts for all prior postsecondary educational courses successfully completed in order to be reviewed for potential transfer credits. This institution will require about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. The Veterans' Administration will also be notified of the credit(s) granted to veteran students.

Sealed official transcripts must be received prior to the first day of the first class in which the student commences his or her education at the School. If official transcripts are not received within the appropriate time frame, credit may be awarded at the School Director's discretion.

Student Progress Policy

Transportation Guidance & Assistance Truck Driving School has two methods of recording the students' progress while attending his/her scheduled classes.

Classroom Grading

- | | |
|----------------------------|-----|
| 1. Excellent 91-100 | (A) |
| 2. Above Average 81-90 | (B) |
| 3. Average 71-80 | (C) |
| 4. Below Average 61-70 | (D) |
| 5. Unsatisfactory 60-Below | (F) |

Yard Skills / Road Skills:

- | | |
|----------|-------------------|
| 1. 8-10: | Above Average |
| 2: 5-7: | Average |
| 3. 1-4: | Needs Improvement |

A grade average of 71% is required for classroom training to certify the completion of the course. A successful completion of the school's road and skill test must also be completed to certify the student(s). If a student is showing unsatisfactory ratings throughout his/her course, they will be placed on a 2-week probationary period. If there is no improvement the course MAY be interrupted. Only one probationary period is allowed. At the time of interruption, those utilizing military benefits will have them discontinued and the VA will be notified accordingly.

Condition for Re-enrollment Policy

Re-Enrollment or Re-Entrance to the training program will be determined under the following regulations and policies.

- Student successfully completes the re-entrance exam. This exam allows the school to see that student is able to re-enter his/her training course at the correct training level.
- Evidence is shown to the School Director's satisfaction that the cause of the interruption has been rectified.

Student Conduct Policy

Student shall, at all times when on school premises or in school's vehicle(s), conduct themselves in an orderly and considerate manner. All students must obey school rules and regulations, which are furnished to the student at the time of enrollment. It is also vital, that all students obey and respect directions given by instructors, administrators and staff. Failure to do so may result in a school suspension and ultimately a termination. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

Student Attendance Policy

Classroom Training: An excused absence for classroom training is given if: student communicates with school 24 hours prior to session and/or has other valid reasons substantiated in writing, at the discretion of the school director. Valid reasons for excusable absences are as follows: illness, birth or death in the immediate family, jury duty, military duty, and/or family emergency.

Hands-On Training: An excused absence from hands-on training is given if: student communicates with school 24 hours prior to session and/or has other valid reasons substantiated in writing, at the discretion of the school director. Valid reasons for excusable absences are as follows: illness, birth or death in the immediate family, jury duty, and/or family emergency.

Student Tardiness/Early Departure Policy

Tardiness is considered to be unprofessional behavior. Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have "departed early." Faculty members will track student tardiness and early departures. Upon the second instance of tardiness/early departure, faculty members are advised to discuss the issue with the student. On the event of the third tardy and/or early departure, the student will receive one absence. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

Interruption for Unsatisfactory Attendance Policy

Student(s) who have not maintained the required minimum attendance of 80% will be placed under a two-week probationary period. After the two-week probationary period, if the student(s) has not improved attendance the student will be dropped from the course. Only one two week probationary period is allowed. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

Military Duty Policy

Students who are required to participate in military duties and are therefore required to be absent from their scheduled classes will not be penalized. The student must provide the appropriate academic administrator with written documentation verifying the required military leave and length of time requested; however, depending on the length of required military leave, a student may need to request a leave of absence.

Leave of Absence Policy

In cases of extenuating circumstances, and upon written request to the School Director, a leave of absence (LOA) may be granted. Leave of absence indicates that the student intends to resume training. If a student on a leave of absence does not re-enter school within thirty (30) school days, he/she will be dismissed. One LOA is granted per student in a twelve (12) month period.

Make-Up Work Policy

If student(s) were absent from class (excused or unexcused), make-up work will be determined necessary after the school has conducted an evaluation on the subject matter. Evaluations are administered in the form of written exams. Make-Up classes are scheduled at the discretion of the School Director.

School Dismissal Policy

Students on academic and financial aid warning that fail to meet the minimum school progress requirements at the end of their program, will be dismissed from the School, but may appeal the dismissal. Violation of academic and/or student conduct policy may result in a dismissal, but may be appealed. A student who fails to meet the school and/or program specific attendance policy may be dismissed.

Complaint/Grievances Procedure

Every student has the right to file a grievance. If a student believes a School official, faculty member, administrator or student has acted improperly or inconsistently with TGA Truck Driving School policies and/or procedures, the student may file a grievance. This may include, but is not limited to, misapplication or misinterpretation of policy, procedures, practices, unfair treatment or conduct, etc. All grievances must be filed within 30 days of the incident.

The Grievance Policy and Procedures is designed to support and foster a fair, objective, respectful and ethical set of policies and procedures for resolution of disputes. The policies and procedures are designed to provide students with a process in which to protect the School and its students. Students, faculty or administrators who submit or support a filed grievance may not be subjected to retaliation. Incidents of retaliation should be immediately reported to the School Director.

Frivolous or malicious grievances and matters that have been or are in litigation will not be reviewed/considered. Any person(s) submitting a frivolous or malicious grievance will be referred to the School Director for possible disciplinary action.

Prior to submitting a formal grievance, student/grievant is encouraged to attempt a good faith resolution with the individual(s) at whom the grievance is directed. The School believes that most grievances can and will be resolved through this informal process.

Step 1: Discuss the issue with the individual(s). Every attempt should be made by both the student and individual(s) to resolve the matter at this level.

Step 2: If not resolved through Step 1, unresolved issues should be informally discussed/submitted in writing to the School Director.

If dissatisfied with the response or solution, a student may submit a written grievance, along with all grievance documents, to the School Director.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov.

Conduct & Discipline

Students enrolling at TGA Truck Driving School assume an obligation to conduct themselves in a manner compatible with the School's function as an educational institution. The School expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The School's mission reflects an intention to partner with students in their preparation for a professional career, and part of the education experience for students pertains to the kind of behavior that is acceptable in professional settings. Specific behaviors that are unacceptable within the classroom setting include the use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty. Disruptive behavior, including conversations unsanctioned by the faculty, is unacceptable.

Drug & Alcohol Abuse Prevention Policy

The possession or use of drugs or alcohol is strictly forbidden on TGA Truck Driving School premises or during any School-sponsored activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered within the School's academic community. Students who need counseling assistance for drug or alcohol dependency should contact the School Director for a list of resources. All referrals will be kept confidential.

TGA Truck Driving School adheres to the following rules regarding drugs and alcohol:

1. Students may not possess or be under the influence of alcohol while in classroom or behind-the-wheel settings.
2. Students may not be under the influence of drugs, i.e. controlled substances, or prescription drugs, when there is the possibility that such use may impair the learning process in a classroom setting or impair the student's ability to safely perform their driving skills.
3. Students may not be involved in the illegal possession, distribution, sale, use or purchase of a controlled substance.

Sexual Harassment Policy

TGA Truck Driving School's policy is to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes, and laws prohibiting sexual harassment and retaliation.

The School will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, appropriate disciplinary action shall be taken. Sexual harassment should be reported immediately to the School Director.

Student Records

TGA Truck Driving School will maintain student records for each student, whether or not the student completes his or her educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.

Transcript Policy

TGA Truck Driving School provides one standard transcript, free of charge, for qualified students or graduates. When students have successfully completed their programs, a copy of the student's transcript will accompany their diplomas. Active, inactive and withdrawn students will be responsible for paying the applicable fee (\$10.00) required for TGA Truck Driving School transcripts.

Please Note: Students with holds will need to pay all required outstanding balances in full prior to receiving an official TGA Truck Driving School transcript.

Career Services

All Transportation Guidance & Assistance Truck Driving School student graduates are given access to the career placement services for entry-level positions as professional truck drivers. As a professional truck-driver institute, we believe in our mission to prepare and train individuals for a vocational trait that will lead to gainful employment. For those who are interested in attending TGA Truck Driving School and enrolling in the Professional Truck-Driver Training Program should speak with a Career Placement officer to gain knowledge and insight into the trucking industry. This allows all applicants to understand the job requirements and duties expected by trucking companies in positions as professional truck drivers.

Applicants interested in attending our truck school program will undergo a Pre-Screen to ensure that employment is possible after graduation. Although, by law, no school can guarantee any form of employment after graduation, Pre-Screens/Pre-Hires give applicants the assurance that employment possibilities are available upon graduation. Companies are not obligated to hire individuals who are issued Pre-hires and do not guarantee employment.

Housing

Transportation Guidance & Assistance Truck Driving School does not offer any housing options while attending training programs offered at the school. TGA Truck Driving School does not have dormitory facilities under its control. The majority of TGA Truck Driving School students live within commuting distance of the campus. However, when housing is needed the Admission's Representative and/or School Director will help the student (at no additional cost to the student) find suitable temporary housing. Housing referral: Budget Inn & Suites 7701 Slauson Ave, Commerce CA 90040 323-728-5165. Average cost of stay is \$750 per 2-weeks of stay.

Library

Students have access to a school library which houses up-to-date books and brochures concerning new truck-driver regulations pertaining to State and Federal laws. Students who wish to utilize these resources can obtain permission from instructional staff.

Security

The School strives to provide its students with a safe and secure environment. Students are responsible for their own security and safety and must be considerate of the security and safety of others. The School is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, or during any School activities. Students are encouraged to promptly and accurately report all emergencies to School officials. Upon receipt of any report of a medical or criminal emergency, the School will, on behalf of the student, obtain the services of medical or security professionals, as deemed appropriate.

Advising and Tutorial Assistance

Staff and faculty members on each campus are available to assist students in academic guidance. Students who experience difficulty in their coursework and have a need for academic support should first contact the appropriate academic administrator for the program of study to create an individualized academic success plan. Many faculty offer tutoring for their courses. The School will try to accommodate students' schedules in determining tutoring sessions, but students should realize that they may need to adjust their schedules to receive the kind of remedial or tutoring support required.

Disability Services

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), TGA Truck Driving School abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the School "solely by reason of the handicap." TGA Truck Driving School is committed to providing reasonable accommodations. The ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

Financial Assistance

If you are unable to meet educational costs on your own, financial assistance is available to those who qualify. TGA Truck Driving School can show you several tuition financing options, including military programs, loans, scholarship programs and State grants. We'll help you navigate the world of student financial aid, identify the opportunities available to you and apply for financial assistance. Below is a list of the financial assistance tools available to those interested in attending the Professional Truck-Driver Training Program.

- TAA/TRA and WIOA participants
- Vocational Rehabilitation
- Monthly and/or Weekly Payments While Attending School
- Company-Sponsored CDL Training
- Approved by the CSAAVE to train veterans and other eligible persons
- Private student loan programs

We also accept Checks, Money Orders, Cashiers Checks, Debit Cards, Credit Cards, and/or Cash. WE ACCEPT VISA, MASTER CARD, DISCOVER, AND AMERICAN EXPRESS

Students who obtain a student loan are responsible for full payment of the loan amount plus any interest, less the amount of any refund. Please note: Transportation Guidance & Assistance does not participate in Federal Financial Aid. In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the U.S. Code.

Veterans Educational Benefits

TGA Truck Driving School's programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans Educational Benefits should contact Admissions and speak with a VA Certifying Official. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

Tuition & Fees

PROFESSIONAL TRUCK-DRIVER TRAINING PROGRAM COMMERCIAL CLASS "A" LICENSE

ITEMIZATION PRICE

Tuition	\$ 3,688.63
Non-Refundable Registration (\$10.00 for veterans)	\$ 100.00
STRF (see page 21)	\$ 0.00
DOT Physical & Substance Testing Fee:	\$ 100.00
Department of Motor Vehicles License Fee	\$ 73.00
CDL Endorsements Fees (DMV)	\$ 39.00
Hazardous Material Background Check Fee	\$ 86.50
Handbooks & Workbooks	\$ 284.87
TWIC Card*	\$ 128.00

Total Cost:	\$ 4,500.00

THE TOTAL COST OF TRAINING INCLUDES ALL LICENSE FEES, BACKGROUND CHECK FEES, AND BOOKS FEES THAT WILL BE NECESSARY FOR STUDENTS TO COMPLETE THE COURSE WITH FULL ENDORSEMENTS. IN THE EVENT THAT A STUDENT IS KNOWN NOT TO QUALIFY FOR THE HAZMAT CREDENTIAL OR THE TWIC CARD, THE FEE(S) WILL BE WAIVED.

*TWIC is a common identification credential for all personnel requiring unescorted access to secure areas of MTSA-regulated facilities and vessels, and all mariners holding Coast Guard-issued credentials. Individuals who meet TWIC eligibility requirements will be issued a tamper-resistant credential containing the worker's biometric (fingerprint template) to allow for a positive link between the card and the individual. Coast Guard-credentialed merchant mariners, port facility employees, long shore workers, truck drivers, and others requiring unescorted access to secure areas of maritime facilities and vessels regulated by MTS are required to get a TWIC.

STRF

Student Tuition Recovery Fund: You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or;
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

STRF Continued...

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Refund Policy

You have the right to cancel this agreement for educational service, any equipment or other goods and services, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written Notice of Cancellation at the School address shown on the third page of this catalog. You can do this by mail, in person, by fax or telegram. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms at the time of enrollment. If you cancel this agreement, the School will refund any money that you paid within 30 days after your notice is received.

If the School has given you any equipment, you shall return it to the School within 30 days following the date of your Notice of Cancellation. If you fail to return this equipment in good condition within the 30-day period, the School shall retain that portion of payment paid by you and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

Refund Policy Continued...

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period, the School will remit a refund less an registration fee not to exceed \$250.00 (\$10.00 for Veterans) within 45 days following your withdrawal.

You are obligated to pay only for the educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by 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. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 45 days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, the School may offset against the refund for the documented cost to the School of the equipment. You shall be liable for the amount, if any, by which the documented cost for the equipment exceeds the prorated refund amount.

IF YOU HAVE PAID MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Refund Example (Hypothetical):

$\$4,037.63 / 160\text{hrs} = \25.24 Per Hour

$\$25.24 \times 100 \text{ Hours Received} = \$2,524.00$

$\$2,524.00 + 10.00 \text{ (Registration Fee)} + \$150.00 \text{ (Unreturned Equipment)} = \$2,684.00$

$\$5,000.00 \text{ (Total Cost of Course)} - \$2,684.00 = \$2,316.00 \text{ (Actual Refund)}$

If you return the equipment in good condition within 30 days following withdraw, the school shall refund the charge for the equipment as described above. The actual refund amount would then be: $\$2,316.00 + \$150.00 = \$2,466.00$.

Refund Policy Continued...

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs. (a) You notify the School of the withdraw or the actual date of withdrawals; (b) School terminates your enrollment; (c) you fail to attend classes for a two-week period; (d) you fail to return from a leave of absence. In this case the date of withdraw shall be deemed to be the last recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid (e.g. EDD or VA) program from which you received benefits. Any remaining amount will be returned to the student.

In accordance with California State Law, all refunds will be made within forty five- (45) days from the date of cancellation or withdrawal (as described in Paragraphs 1 and 3 above). If a student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such Leave of Absence may never exceed thirty (30) calendar days) refunds will be made within forty five (45) days from the end of the Leave of Absence period. Within ten (10) days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom refund was made. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

Students who obtain a student loan are responsible for full payment of the loan amount plus any interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds (CEC 94909(a)(11)).

School Curriculum

Training curriculum offered at Transportation Guidance & Assistance Truck Driving School follows regulations set forth by the Department of Transportation, Federal Motor Carrier Safety Administration, & the Department of Motor Vehicles. According to the Federal Motor Carrier Safety Administration, entry-Level truck drivers should be given a minimum level of education that will allow them to understand the basic fundamentals of commercial driving. After completion of this course, students are taken to the DMV for the CDL Driving and Skills tests. Upon successfully passing the tests, the student should be able to enter the trucking industry as a qualified entry-level diesel tractor/trailer driver. **This institution and its programs are non-accredited by an accrediting agency recognized by the United States Department of Education. TGA truck Driving School is not approved by the US Department of Education to receive Title IV funding on behalf of its students.**

All programs offered at Transportation Guidance & Assistance Truck Driving School will lead to a Certificate of Completion in their vocational field. The occupational objective is for a Heavy & Tractor-Trailer Truck Driver (SOC Code 53-3032). For occupational outlook, students are encouraged to visit: <http://www.bls.gov/ooh/transportation-and-material-moving/heavy-and-tractor-trailer-truck-drivers.htm#tab-1>.

PROFESSIONAL TRUCK-DRIVER TRAINING PROGRAM COMMERCIAL DRIVERS LICENSE CLASS "A"

Course Overview: The Professional Truck-Driver Training Program is intended for individuals who are looking to enter into the trucking industry as Entry-Level Truck Driver. Trucking companies who accept and hire TGA Truck Driving School's graduates expect our curriculum to be based off the minimum requirements set forth by the Federal Motor Carrier Safety Administration (FMCSA). Enrollment in the Professional Truck-Driver Training Program shall not exceed 10 students per cohort. Classroom & Laboratory Instruction student to instructor ratio is 10:1. Yard skills student to instructor ratio is 4:1 and street/highway driving student to instructor ratio is 1:1. The program is divided into three (3) segments: Lab Hours & Classroom Hours, Skills, and Road Driving. This course is a total of 10 weeks in length and 160 hours.

Classroom Training

(Student to Instructor Ratio up to 10:1)

Classroom training is a vital aspect for students looking to join America's trucking industry. Classroom sessions review prevalent information about Federal Motor Carrier Safety Administration and Department of Transportation regulations and new Compliance Safety and Accountability (CSA) regulations for commercial truck drivers. Information covered in DOT required classroom sessions are essential for those looking to obtain career placement through our Career Placement Services.

Orientation:	02.00 HOURS
Introduction to the Trucking Industry:	02.00 HOURS
Defensive Driving (Space management, speed management, etc.):	04.00 HOURS
Air Brake Systems:	04.00 HOURS
6 Point Air Brake Inspection:	04.00 HOURS
Vehicle Maintenance & Inspection:	04.00 HOURS
Equipment Safety Procedures:	04.00 HOURS
Transmission & Clutch Use:	04.00 HOURS
Combination Vehicles:	04.00 HOURS
Double & Triple Trailers:	04.00 HOURS
Tanker Trailers:	04.00 HOURS
Hazardous Material Loads:	04.00 HOURS
D.O.T. Log Books, Map Reading & ELDs:	06.00 HOURS
D.O.T./CSA/FMCSA (driver wellness, drug & alcohol policies, etc.):	08.00 HOURS

SUB-TOTAL TRAINING HOURS

48.00 HOURS

Laboratory Training

DOT Air-Brake Inspection:	10.00 HOURS
DOT Pre-Trip Inspection:	14.00 HOURS
Coupling / Uncoupling:	08.00 HOURS

SUB-TOTAL TRAINING HOURS 32.00 HOURS

Range / Yard Skills Training

(Student to Instructor Ratio 4:1)

Straight Line Backing:	10.00 HOURS
Alley Dock Backing:	10.00 HOURS
Parallel Parking (Sight Side):	10.00 HOURS
Parallel Parking (Conventional):	10.00 HOURS
Offset Back Left/Right:	10.00 HOURS

SUB-TOTAL TRAINING HOURS 52.00 HOURS

Street / Highway / Freeway Training

(Student to Instructor Ratio 1:1)

Use of Clutch / Learning 10 & 9 Speed Transmissions:	06.00 HOURS
Shifting/Downshifting:	06.00 HOURS
Driving In Traffic (28 & 53 Foot Trailer), Right/Left Turns:	08.00 HOURS

SUB-TOTAL TRAINING HOURS 20.00 HOURS

TOTAL HOURS: 160.00 HOURS

**“MEETS ALL REQUIREMENTS SET BY THE FEDERAL MOTOR CARRIER
SAFETY ADMINISTRATION FOR ENTRY-LEVEL TRUCK DRIVERS”**

Instructor Qualifications

Instructors are required to have a minimum of 3 years of tractor-trailer experience and meet driving record standards set for students and instructors.

EDGAR COBOS – Senior Instructor

Retired Over-the-Road (OTR) truck-driver with a total of 17 years experience driving in the continental United States and Canada.

KRISTY VALERA – Instructor

Licensed commercial driver with over 4 years of driving experience with previous military experience (MOS-88M).

ALEX VALLE – Instructor

Licensed commercial driver with over 4 years of driving experience.

Administrative Officials

PABLO J. DE LEON – School Director / Job Placement Director

School Director has more than 12 years in the transportation industry, and 10 years as a school instructor, assistant director and director.

MARLENE DE LEON – Assistant Director

School's Assistant Director for 26 years.

CAROLINE TAITO – Admission Director

Former certified drug & alcohol councilor, has 4-year(s) of experience in the transportation industry and 6 years of experience in the vocational school industry as an admissions representative.

Equipment

Transportation Guidance & Assistance Truck Driving School utilizes late model tractor-trailers to meet industry standards. Transportation Guidance & Assistance Truck Driving School maintains each piece of equipment at the highest level.

I have received a copy of the 2018 school Veterans Information Bulletin / Catalog.

I understand that a copy of this receipt will be kept in my permanent student file.

Student Signature

Date