

## **APPROVAL DISCLOSURE STATEMENT**

MTS TRAINING ACADEMY is located at 140 Yolano Drive, Vallejo, CA 94589. The administrative offices telephone number is 707-652-2562. The fax number is 707-643-1906. The internet address is [www.mtstrainingacademy.com](http://www.mtstrainingacademy.com). MTS TRAINING ACADEMY, is a private institution, is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) This means our institution is in compliance with the California Private Postsecondary act of 2009. This approval in no way implies neither that the BPPE endorses this institution nor that this institution exceeds the minimum state standards. MTS Training Academy is not currently an accredited institution recognized by the United States Department of Education.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students may obtain a copy of this catalog by visiting our main location at 140 Yolano Drive, Vallejo, CA 94589 or by downloading a copy from our website: [www.mtstrainingacademy.com](http://www.mtstrainingacademy.com).

This Catalog shall cover the MTS Training Academy Fiscal/School year of 10/1/2018 – 9/30/19. This catalog is updated on an annual basis.

MTS training Academy is not involved in any pending petition of neither bankruptcy nor operating as a debtor in possession, nor filed a petition of such within the preceding five years or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code. (11 U.S.C. Sec 1101 et seq.)

### **COMPANY MISSION**

MTS Training Academy was formed in 1991 to address the shortage of qualified commercial drivers in the San Francisco bay area. Today, addressing the shortage of qualified commercial driver's remains our core mission. To this end, our courses will prepare students to obtain their Commercial Driver's License (CDL) and prepare them for entry level career options in the industry.

Each training program is designed to prepare students with the body of knowledge to meet the licensing requirements of the DMV commercial driver's handbook as well as the 82.7 regulations of the Department of Education and the CHP. It is our belief that successful graduates will become vital members of the professional driver workforce and make positive contributions to society by operating commercial vehicles in a safe and professional manner at all times.

### **ADMISSION REQUIREMENTS**

Students seeking admission into the school must possess a high school diploma or GED. The school also participates in the Ability to Benefit (ATB) testing programs. These tests are administered via a secure internet website to the testing site by MTS staff. Results are calculated independently of MTS Staff via the internet portal. Students must pass obtain a passing score of M = Moderate or S= Strong; or higher on the vocabulary assessment to be accepted into the school.

Revised 1.2020

## **CREDIT EVALUATION POLICY**

MTS will inquire about each candidate's prior education; training, employment and prior to enrollment. In instances where a student has successfully obtained a DMV permit prior to enrolling in the school, credit for completing that portion of the training will be issued. Possession of a Department of Motor Vehicles permit is sufficient evidence that a student's credit is warranted. Due to the nature of the training program, students that possess certain permits such as a DMV operator's permit, CHP certified training records and DOT approved medical cards, upon evaluation and approval of such documents by the school's administrative staff, credit may be issued. Students that wish to challenge any denied credit, must produce approved documentation to the School Director before credit will be issued. Students are not required to pay for credit evaluation; but may receive tuition and fee discounts for credits received.

## **LANGUAGE REQUIREMENTS**

The command of the English language is required to attend MTS Training Academy as instruction is conducted in the English language. In addition, English is the language utilized by state testing authorities such as DMV and CHP. Therefore students must have the ability to read, write and converse in the English language. Possession of a high school diploma, GED; or passing score of M = Moderate; or S = Strong on the Wonderlic Basic Skill Verbal Assessment (ATB test) will suffice as indication that student has the ability to comprehend the English language as required by the licensing authorities and MTS Training Academy.

## **ELIGIBILITY FOR LICENSURE REQUIREMENTS**

- Must be a California Resident
- Must pass a DMV written test
- Must pass a DMV driving skills test
- Must pass a physical examination and submit approved medical form
- Must pass a CHP written and driving skills test (School Bus students only)
- Must pass Department of Justice background check (School Bus students only)
- Must pass Drug/Alcohol testing
- Must pay all applicable licensing fees

## **PRIVACY POLICY**

MTS Training Academy does not disclose any student personal information about you or your financial aid status without your written consent to do so.

## **Notice Concerning Transferability of Credits and Credentials Earned At Our Institution**

The transferability of credits you earn at MTS Training Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn for your ("the educational 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 MTS Training Academy to determine if your Certificate will transfer. MTS Training Academy has not entered into any articulation or transfer agreements with another college or university.

### **PROBATION AND DISMISSAL POLICY**

Students who fail to maintain who accumulate have 5 or more consecutive absences are subject to probation and potential dismissal from the institution. Students will be required to meet with the School Director to discuss continuation of the training program.

### **HOUSING**

MTS Training Academy does not maintain student housing/dormitory services. MTS is not responsible for nor provides any assistance to students needing housing. For students that may need housing assistance, there are a few local hotels in the area that charge @ \$65.00 to \$85.00 dollars per night.

MTS does not admit students from other countries that are not legal residents of California and therefore does not provide visa services.

### **MTS TRAINING ACADEMY COURSE DESCRIPTIONS**

**Class B Bus Driver w/ School Bus or VTT Certificate (hybrid)** is an 80 hour training course consisting of twelve chapters of study of the state rules and regulations of school bus driving. A minimum of 20 classroom hours are required by the Department of Education. After each chapter a test is given which requires a grade of 70% or better to pass. The behind-the-wheel portion of the course consists of seven skill levels. The student must demonstrate proficiency at each skill level before they are tested by the CHP. The law requires a minimum of 20 hours of one on one training behind the wheel of a vehicle of the appropriate class to complete this portion of the course. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class B Bus Driver (hybrid)** is a field and classroom training course totaling 50 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL/ B). Field Training includes both observation and behind the wheel time. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class A Truck Driver (hybrid)** is a 160 hour training course consisting of field and classroom training total 160 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required obtaining the Commercial Driver's License (CDL/A). Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

Field Training includes 120 hours of observation and behind the wheel time. The field training consists of driving in training areas that includes a combination of highway, city, and heavy traffic driving with emphasis on defensive driving. Backing, safety and

emergency procedure are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class A Truck Driver w Career Services (hybrid)** 200 hour course is to address the training and job placement needs for the formerly incarcerated population that are increasingly seeking careers in the commercial driving industry. As the current industry outlook is bright, many ex-felon's see the number of job opportunities available once they receive the Class A license. Whereas, the credential has proven to open the door for most entry-level job seekers; the Prison / Re-entry population often faces additional barriers to these opportunities; specifically; the lack of sufficient job readiness skills such as: completing applications, poor interview skills, and proper on-the-job coping skills. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class A Truck Driver w/ Passenger Endorsement (hybrid)** prepares the student to operate both Class A vehicles and passenger vehicles. The 180 hour course consists of field and classroom training. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License Class A w/ a Passenger Endorsement. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class A Truck Driver w/ School Bus or VTT Certificate (hybrid)** prepares the student to operate both Class A vehicles and passenger vehicles including school buses. The 200 hour course consists of field and classroom training. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License Class A w/ a Passenger Endorsement and a School Bus Certificate. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class B Truck Driver (hybrid)** 50 hour course is a field and classroom training course totaling 80 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL/ B). The course includes the Air Brake endorsement as well. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class A or Class B Air Brake Training** is a 30 hour course students learn the proper techniques to performing Pre-Trip and Air Brake Tests: Applied, Low Air, Cut in/Cut out; Service and Spring Brakes. In addition, students must learn the required DMV behind the wheel skill levels 1-7. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

**Class A or Class B Passenger Endorsement Training** is a 30 hour course students learn to perform passenger loading and unloading techniques. In addition, pre-trip, air brakes, and DMV behind the wheel skill levels 1-7 are also learned. Students will be required to complete a final assessment with a passing score of 70% or better to pass the course.

## **FACILITIES**

The school's main location is 140 Yolano Drive, Vallejo, CA 94589. This facility consists of 1000 square feet designated as classroom training space and student resource center which can accommodate a maximum of 32 students. In addition, the school operates 2 branch locations and 1 satellite location. The branch addresses are: 1660 West Beach Street; Watsonville, CA 95076 and 3560 Western Ave.; Sacramento, CA 95838. The satellite location address is 7200 Bancroft Avenue, Oakland, CA 92120. Each branch location includes dedicated classroom space with the ability to accommodate up to 15 students in the classroom. Each facility is equipped with modern computer technology utilized by instructors to teach the school's curriculum. This equipment includes desktop and laptop computers, Power Point presentations, and instructional manuals provided to each student.

## **VIRTUAL & IN-PERSON OPTION**

Virtual (on-line) instruction for classroom and theory courses is available. At the time of enrollment, students can select the virtual (on-line) or in-person option for theory courses. There is no virtual training for the behind the wheel / hands on training. Students must report to a training location for behind the wheel / hands on training. Our training locations are as follows:

Vallejo location: 140 Yolano Drive, Vallejo, CA 94589  
Watsonville location: 1660 West Beach Street, Watsonville, CA 95076  
Sacramento location: 3560 Western Avenue, Sacramento, CA 95838  
Oakland location: 7200 Bancroft Avenue, Oakland, CA 92120

## **LIBRARY AND LEARNING RESOURCES**

Each location is equipped with a student resource area where additional training material is available for student use. This material includes, but is not limited to videos, training manuals, and industry periodicals.

Students may utilize these materials at any time during normal school hours by requesting them from any instructor or Academy staff member.

## **BEHIND THE WHEEL EQUIPMENT**

MTS Training Academy utilizes a variety of commercial vehicles consisting of 40 ft. and 45 ft. commercial school buses and Class A/Class B designated vehicles. Our fleet consists of a variety of manufacturer's including, Blue Bird, Thomas, Caterpillars, Detroit's and International; Van Hool's all of which are commonly used in the industry today.

## **ENROLLMENT AGREEMENT**

I understand that the enrollment agreement is a legally binding contract. I understand that my signature on the enrollment agreement and acceptance by the institution certifies

that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

## **FINANCIAL AID**

MTS Training Academy does not participate in any Title IV financial aid programs. However, as an approved vendor for the State of California, MTS is eligible for special grant programs administered under the Workforce Investment Act. In addition, MTS is a participant vendor on the Eligible Training Provider List (ETPL) administered by the State of California. For qualified students, agencies that administer WIOA programs, Department of Rehabilitation programs and Veterans Administration programs may receive training benefits that will cover the training costs of the program. Eligibility for these grants is at the sole discretion of the named agency and MTS does not guarantee that a student will qualify for funding. Students are encouraged to contact these agencies through their local EDD office (Employment Development Department) directly to inquire about tuition funding.

## **PERSONAL CONDUCT**

Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on probation or dismissed for violation of the School's personal conduct rules.

## **GRADING/UNSATISFACTORY PERFORMANCE**

The school's standard of student of achievement is 70% passing score on all written examinations and behind the wheel examinations. Grades of **P (Passing)** indicate they have met standard of competency of 70 percent or better. A grade of **F (Failing)** indicates a student has not met the required standard for subject matter. A grade of **I** indicates the need for additional training. The student will be given the option to retake the entire course or attempt to obtain the required permits directly from DMV at no additional institutional charges. If the student receives the permits, then a new enrollment agreement will be completed reflecting the new training program.

## **ATTENDANCE/DISMISSAL/ACADEMIC PROBATION POLICIES**

- 1. ATTENDANCE** – Attendance is an important part of your training. One hundred percent (100%) attendance is expected during the course. Classroom sessions are conducted by lecture and class discussion. Therefore, missing a day of class can result in falling behind in the material. The same is true for behind the wheel training. Arrangements must be made with the instructor if any unforeseen circumstances result in an absence. Students with 2 absences will have to meet with their instructor for approval to return to training. Students with 3 or more absences will need approval from the sponsoring agency to return to class; or in the case of a cash paying student, they will need approval from the Academy Director.
- 2. TARDINESS** – Excessive tardiness is not tolerated. If you are late more than 2 times in a week, it is considered excessive. If the student is excessively tardy, he/she will be given a verbal warning. If the situation continues a written warning

will be issued. A third occurrence will result in an intervention with the instructor and admissions representative and may result in your dismissal from the school.

3. **DROP OUT** – After the end of the cancellation period; (7 days) you have the right to stop school at any time and if applicable receive a pro-rata refund for the part of the course not taken. Your rights are described in the contract and this catalog. Refunds are processed within 30 days and reimbursed via company check.
4. **LEAVE OF ABSENCE** – Leave of Absences are granted due to family emergencies; employment requirements, jury duty, or health issues. Additional reasons are subject to approval of the school Director.
5. Written notification must be given if the student is taking a leave of absence. Leave of Absences are granted in 30 day increments for up to 90 days. Depending on class availability, you will have the option of joining a future class at the point at which you left off or beginning the entire course anew. You will be required to pay any fees associated with your Leave of Absences. Students must submit a new written request each month they remain on a Leave of Absence.

### **MAKE UP WORK**

Make up work is provided for those that have excused absences. Therefore, students are encouraged to maintain open communication with their instructor. Make up work will consist of completing computer based tutorial modules or review of previously presented material and completing practice tests.

### **STUDENT COMPLAINT/ GRIEVANCE PROCEDURE**

MTS Academy encourages students to bring all complaints to our attention. MTS will investigate all complaints or grievances fully and properly. The following process will be used for student complaints/grievances:

1. Complaint shall be made in writing to the student's instructor and copy provided to the Academy Director.
2. Instructor/Academy Director shall meet with the student to seek resolution of the issue within 48 hours.
3. If student is not satisfied, the student may request to meet with the School President/Owner to resolve the issue; particularly if it involves the instructor or Academy Director. This meeting shall take place within 48 hours.
4. If the student is still not satisfied, he/she will be directed to the Bureau of Private Postsecondary Education (BPPE) as described below:

### **PUBLIC COMPLAINT PROCEDURE**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; or P.O.Box 980818; West Sacramento, CA 95798-0818. The website is [www.bppe.ca.gov](http://www.bppe.ca.gov). The telephone number is (888) 370-7589 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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint

## **STUDENT SERVICES**

MTS Training Academy has advising services available throughout the course. Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The Instructor and the Director offer these services, and advising is an on-going service throughout the student's training period and after graduation.

## **PLACEMENT SERVICE**

The School maintains an active placement assistance service for our graduates. Following graduation, graduates may avail themselves to the school's placement assistance program. However, participation in placement assistance does not guarantee that the graduate will find employment. Placement assistance includes arranging job interviews, guidance in completion of employment applications, resumes, appropriate dress, behavior and interview techniques. MTS Training Academy cannot guarantee employment; no reputable school can. However, the entire staff takes a sincere interest in the job seeking efforts of graduates. Some of the exciting career opportunities according to the United States Department of Labor's Standard Occupational Classification codes include: Tractor-Trailer/Class A / Onet Code: 53-3032.00; Transit/Operator/Class B / Onet Code: 53-3021.00; School Bus Driver / Onet Code: 53:3022.00

## **CLASS SCHEDULING**

MTS utilizes an open enrollment system. Therefore, classes begin each month. Class hours vary depending upon the chosen course of study. Class schedules are given to each student upon entrance into the program.

## **STUDENT RECORDS**

Student records of are maintained for 5 years upon completion or date of withdrawal from the course. These records include course work and grades for each course, copy of license obtained, personal enrollment data including the enrollment agreement, and attendance information. In addition, a permanent copy of the student transcript is also maintained by the school.

## **EQUAL OPPORTUNITY**

MTS TRAINING ACADEMY does not discriminate on the basis of race, color, sexual orientation, nationality, creed, or ethnic origin in the administration of its educational policies, admission policies, and other School administered programs.

## **ACCESSIBILITY TO HANDICAPPED INDIVIDUALS**

MTS TRAINING ACADEMY encourages handicapped individuals to visit the school in order to determine if the facilities are adequate for their need and or if the training offered would be beneficial for them. All prospective students must



be able to meet the medical and or physical requirements of the Department of Transportation for a Commercial Driver's License.

## **NOTICE OF STUDENTS RIGHTS**

1. You may cancel your contract for school, without any penalty or obligations on the first class session, or the seventh day after enrollment; whichever is later. Furthermore, 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. Notice of Cancellation for that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment contract. If you have lost your contract, ask the school for a description of the refund policy.”
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

If you have any complaints, questions, or problems which you cannot work out with the school, call: Bureau for Private Postsecondary education at (888) 370-7589 or fax (916) 263-1897 or write to: Bureau for Private Postsecondary Education; 1747 N. Market Blvd; Suite 225, Sacramento, CA 94834. [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **NOTICE OF CANCELLATION**

\_\_\_\_\_  
**DATE**

(Enter first day of class)

You may cancel this contract for school, without any penalty of obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument assigned by you shall be returned to you within 30 days following the school receipt of your cancellation notice, but if the school gave you any equipment, you must return the equipment within 30 day of the date you signed the cancellation notice. If you don't return the equipment with 30 days, the amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment fair market value. The institution shall refund any amount over that as provided above, and may keep the equipment.

**To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:**

**MTS Training Academy, Inc.**  
**Attn: School Director**  
**140 Yolano Dr.**  
**Vallejo, Ca. 94589**

**NOT LATER THAN \_\_\_\_\_**  
(Enter midnight of the date that is the 7th business day following the first day of class)

I hereby cancel the contract for this school.

\_\_\_\_\_  
Print Name & Signature

\_\_\_\_\_  
Date

**REMEMBER YOU MUST CANCEL IN WRITING.** You do not have the right to cancel just by telephoning or by not coming to class.

### **STUDENT TUITION RECOVERY FUND**

“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.

"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.
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."
- 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**  
Revised 1.2020

**the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225; Sacramento, CA 95798, (888) 370-7589 or (916) 574 – 8900; [www.bppe.ca.gov](http://www.bppe.ca.gov).**

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 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 the STRF reimbursement, the application must be received within four (4) years from the date of action or event that made the student eligible for the recovery from STRF.

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

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

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

### **Schedule of Student Charges / Fees**

The schedule of charges below cover the entire enrollment period for each training program AND an estimated schedule of total charges for the entire educational program. Each enrollment period is 4-12 weeks depending upon the course of study. **If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.**

**Class B – w/ School Bus or VTT Certificate**

Tuition:	\$4,325.00
Licensing Fees:	\$ (411.00 (DMV, First Aid, Live Scan, Medical Exam, Drug Testing) <b>Non-Refundable</b>
Books/Supplies:	\$ 250.00
STRF (if applicable):	\$ .00 per \$1000.00 rounded to nearest \$1000.00
<b>Non-Refundable</b>	
Total Cost:	\$4,986.00

**Class B – Bus Driver**

Tuition:	\$4,500.00
Licensing Fees:	\$ 279.00 (DMV, Medical Exam, Drug Testing) <b>Non-Refundable</b>
Books/Supplies	\$ 150.00
STRF (if applicable)	\$ .00per \$1000.00 rounded to nearest \$1000.00 <b>Non-Refundable</b>
Total Cost:	\$4,929.00

**Class A - Career Search Training**

Tuition:	\$6,250.00
Licensing Fees:	\$ 279.00 (DMV, Medical Exam, Drug Testing) <b>Non-Refundable</b>
Books/Supplies	\$ 150.00
STRF (if applicable)	\$ .00 per \$1000.00 rounded to nearest \$1000.00 <b>Non-Refundable</b>
Total Cost:	\$6,679.00

**Class A – Truck Driver**

Tuition:	\$4,550.00
Licensing Fees:	\$ 279.00 (DMV, Medical Exam, Drug Testing) <b>Non-Refundable</b>
Books/Supplies	\$ 150.00
STRF (if applicable)	\$ .00 per \$1000.00 rounded to nearest \$1000.00
Total Cost:	\$4,979.00

**Class B - Straight Truck Driver**

Tuition:	\$ 4,407.00
Licensing Fees:	\$ 279.00 (DMV, Medical Exam, Drug Testing) <b>Non-Refundable</b>
Books/Supplies	\$ 100.00

STRF (if applicable) \$ .00per \$1000.00 rounded to nearest \$1000.00  
Total Cost: \$4,786.00

**Passenger Endorsement Training**

Tuition: \$ 3,376.00  
Licensing Fees: \$ 85.00 (Drug Testing) **Non-Refundable**  
Books/Supplies \$ 50.00  
STRF (if applicable) \$ .00per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
Total Cost: \$ 3,511.00

**Air Brake Endorsement Training**

Tuition: \$ 3,376.00  
Licensing Fees: \$ 85.00 (Drug Testing) **Non-Refundable**  
Books/Supplies \$ 50.00  
STRF (if applicable) \$ .00per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
Registration Fee:  
(if applicable) \$ N/A  
Total Cost: \$ 3,511.00

**Career Search Training**

Tuition: \$ 1,500.00  
Licensing Fees: \$ 0.00  
Books/Supplies \$ 100.00  
STRF (if applicable) \$ .00per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
Total Cost: \$ 1,600.00

**Class A - w/ Passenger Endorsement**

Tuition: \$ 6,800.00  
Licensing Fees: \$ 279.00 (DMV, Medical Exam, Drug Testing) **Non-Refundable**  
Books/Supplies \$ 150.00  
STRF (if applicable) \$ .00 per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
Total Cost: \$ 7,229.00

**Class A – w/ School Bus or VTT Certificate**

Tuition: \$ 7,187.00  
Licensing Fees: \$ 411.00 (DMV, First Aid, Live Scan, Medical Exam, Drug Testing) **Non-Refundable**  
Books/Supplies \$ 250.00  
Revised 1.2020

STRF (if applicable)                   \$     .00 per \$1000.00 rounded to nearest \$1000.00 **Non Refundable**  
Total Cost:                               \$ 7,848.00

**Additional Fees if applicable:**

Additional Behind the Wheel Instruction:                               \$150.00 per hour  
Additional Classroom Instruction:   \$75.00 per hour  
Additional Tutoring:   \$750.00 per training period

**STUDENT WITHDRAWALS FROM INSTITUTION**

Students that desire to withdrawal from the institution may do so at any time by submitting a letter of withdrawal to the school director by mail. The address to submit the letter of withdrawal is: **MTS Training Academy Inc.; ATTN: School Director; 140 Yolano Drive, Vallejo, CA 94589.**

The letter should include the students name, Address, Telephone Number, Email Address, Program of Study, Start Date, Last Date of Attendance, and Effective Date of Withdrawal. Upon receipt, the School Director shall notify the student in writing advising said student of receipt of letter and any applicable financial matters that need addressing by student or potential refunds from the institution. Refunds will be sent out within 30 days of withdrawal or cancellation via company check.

**NOTICE**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND EXPENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**REFUND INFORMATION.**

**THIS NOTICE IS IMPORTANT.  
KEEP IT FOR YOUR RECORDS**

The student has a right to a full refund of all charges if he/she cancels this agreement on the first day of class or the seventh day after enrollment; whichever is later. In addition, students who have completed 60% or less of the period of attendance are eligible for a pro rata refund for any unused portion of their tuition and fees.

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal and sent to student address at time of enrollment.

**EXAMPLE OF A REFUND CALCULATION**

<b>% OF COURSE COMPLETED</b>	<b>TOTAL TUITION</b>	<b>EARNED TUITION</b>	<b>TOTAL REFUND</b>
<b>10%</b>	<b>\$4,300.00</b>	<b>\$430.00</b>	<b>\$3,870.00</b>
<b>25%</b>	<b>\$4,300.00</b>	<b>\$1,075.00</b>	<b>\$3,225.00</b>
<b>50%</b>	<b>\$4,300.00</b>	<b>\$2,150.00</b>	<b>\$2,150.00</b>
<b>60%</b>	<b>\$4,300.00</b>	<b>\$2,580.00</b>	<b>\$1,720.00</b>

**Total Tuition / Hours of Program = Hourly Charges x Number of Hours attended = Total prorated charges. Total Tuition less prorated charges equals student refund.**

**Refunds will be sent out within 30 days of withdrawal or cancellation via company check.**

### **FACULTY/GOVERNING BODY**

#### **Owners**

Mr. Michael Brown -

President

Mrs. Paulette Brown -

Vice-President

April Brown -

Chief Operating Officer

Mr. and Mrs. Brown are the Founders of Michael's Transportation Service of Vallejo, CA. The company is a leading transportation provider of school bus and commercial transportation services throughout the bay area. In 1996, they founded MTS Training Academy to address the driver shortage for their company and the industry as a whole. Ms. April Brown joined the company in 2014. She holds a Masters Degree in Marketing from Oral Roberts University. They are still very active in the day to day operations of the MTS brand.

#### **School Director**

Mr. Keith Judkins -

School Director

Mr. Judkins has over 10 years of private postsecondary education administration experience as an admissions recruiter/representative, job developer and Placement Director. In addition, Mr. Judkins has over 10 years experience in Human Resources Recruitment for multiple Fortune 500 companies. Mr. Judkins attended San Diego State University where he obtained a B.A. in Public Administration degree in 1988.

#### **Instructional Staff**

**Mrs. Adriana Catledge -**

State Certified School Bus Instructor

Mrs. Catledge began her career in the industry in 1992 as a school bus driver. She is the most experienced driver and State Certified Instructor on the MTS staff. Mrs. Catledge has over 20 years of experience as a driver and instructor. She completed the requirements for the Certified School Bus credential with the Department of Education in 2008. Mrs. Catledge is also a licensed First Aid Instructor.

**Ms. Ramona Gallon -**

Commercial Instructor/School Bus Driver

Ms. Gallon is the principal commercial, Class B behind the wheel instructor. She has over 10 years of commercial and school bus driving experience in the industry.

### **INSTRUCTORS CONTINUING EDUCATION POLICY**

Revised 1.2020

MTS instructors are required to maintain a valid Commercial License in the vehicle class they teach. This includes a valid medical card and a first aid card if applicable. The Department of Education requires that certified school bus instructors must teach a minimum of 10 classroom hours and 10 Behind the Wheel hours to maintain an active instructor's license. Commercial instructors are expected to annually review the new DMV Handbook updates to stay abreast of any changes to licensing requirements.



MTS Training Academy, Inc.  
140 Yolano Drive  
Vallejo, CA 94589

**Proof of Issue Document**

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements and costs for the specific course in which I have enrolled.

Print Name (Student) \_\_\_\_\_

Signature \_\_\_\_\_

Enrolled by \_\_\_\_\_

Date  
\_\_\_\_\_