

# *Green Valley Truck School*

**400 12 ST Suite 16  
Modesto CA. 95354  
(209) 521-3995**

94909(a)(1)

## **Green Valley Truck School**

**School Code: 5001651**

**Is a private institution and that is approved to operate by the Bureau for Private Post-Secondary Education and the institution is unaccredited and that a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.**

Meaning compliance with state standards as

Set forth Ed. Code.”

CEC 94909(a)(2), 94802 §94897(l) §94909(a)(16)  
§94897(p)

## **School Catalog**

**September 20, 2020 – September 20, 2021**

**[www.greenvalleytruckschool.com](http://www.greenvalleytruckschool.com)**

Any information required by the Ed. Code to be included in the catalog shall be printed in, at least the same size font as most of the text in that document. (Ed. Code 94908)

**\*\*\*Please note: anything on this checklist with " " needs to be verbatim (word for word)**

"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." CEC 94909(a)(3)(B)

### Questions

**There should be no problems between the customer or student and GVTS but in case there is any student's Question with no satisfactory answer or any problem concerning this school, then they could be sent to the school address to the attention of: Maria C. Madera, 400 12 ST Suite16, Modesto CA 95354, in there, it must be appropriately reviewed, answered and resolved. In case that question or problem has not been satisfactory, answered or resolved by the school, then:**

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:"

(2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833),

P.O. Box 98018, West Sacramento, CA 95798-0818

Web site address ([www.bppe.ca.gov](http://www.bppe.ca.gov))

Telephone and Fax #'s (888) 370-7589 or by Fax (916) 263-1897

(916) 431-6959 or by Fax (916) 269-1897

CEC 94909(a)(3)(A), (Ed. Code 94908)

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

**Phone Number: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Fax Number: (916) 263-1897**

**CEC 94909 (3) (A)**

### Complains and Grievances

**There should be no problems between the customer or student and GVTS but in case there is any student's Question with no satisfactory answer or any problem concerning this school, then customers must sent in writing the current issue to the school address to the attention of: Maria C. Madera, 400 12 ST Suite16, Modesto CA 95354, in there, it must be appropriately reviewed, answered and resolved in the same date. In case that question, or problem have not been satisfactory, answered or resolved by the school, then:**

"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](http://www.bppe.ca.gov))."

CEC 94909(a)(3) (C), 71810 (b) (14), Ed. Code 94908

## Mission and Objectives

5 CCR ‡ 71810 (b) (1) Through (15), Ed. Code 94909 (a).

**Green Valley Truck School:** Is a private institution and that is approved to operate by the Bureau for Private Post-Secondary Education and the institution is unaccredited and that a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

” CEC 94909(a)(2), 94802 §94897(l), §94909(a)(16), §94897(p)

**Green Valley Truck School** also known as **GVTS** is dedicated to helping people gain success by providing the necessary tools to prepare students to drive commercial vehicles and obtain a class **A** or **B** license to better their future. An important component of our courses are traffic rules and public safety, which not only asset the student driver, but are also a great benefit to the general public.

**Green Valley Truck School** provides the knowledge and techniques to its students in order to achieve the skills required to perform the driver’s job.

**Green Valley Truck School** will be the solution for the need in qualified drivers demanded by the market. According to the California Projections of Employment, Published by the Labor Market Information Division of the EDD, it is estimated that there will be 177,000 jobs openings through 2021

**(These figures do not include self-employment or openings due to (turnovers).**

**Spanish Courses:** Green Valley Truck School is currently offering courses in Spanish. All materials offered will be provided in Spanish upon request, including any handbook or textbooks required by the course.

### Offering Programs Approved by BPPE

<b>Practical (Tuition)</b>	Class	Length of Instruction	Approved	Type	Distance Learning	\$
<b>Refresh</b>	<b>A</b>	<b>55*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>4,313.00</b>
<b>Entry Level (2 People)</b>	<b>A</b>	<b>120*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>6,683.00</b>
<b>Professional</b>	<b>A</b>	<b>140*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>7,683.00</b>
<b>Practical (Tuition)</b>						
<b>Refresh</b>	<b>B</b>	<b>30*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>3,313.00</b>

<b>Entry Level (2 People)</b>	<b>B</b>	<b>110*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>3,803.00</b>
<b>Professional</b>	<b>B</b>	<b>130*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>4,803.00</b>

**Theoretical (Expenses)**

Air Brakes	<b>A &amp; B</b>	<b>5*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>60.00</b>
Combinations	<b>A</b>	<b>5*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>60.00</b>
General Knowledge	<b>A &amp; B</b>	<b>10*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>80.00</b>
Doubles (Endorsement)	<b>A</b>	<b>5*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>60.00</b>
Tankers (Endorsement)	<b>A &amp; B</b>	<b>5*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>60.00</b>
Hazardous Materials (Endmt)	<b>A &amp; B</b>	<b>10*</b>	<b>yes</b>	<b>Non- Degree</b>	<b>No</b>	<b>80.00</b>

**Expenses Class A**

Total = 400.00

**Expenses Class B**

Total = 280.00

**Fees**

- Enrollment application	(\$100.00)	Refundable	No <input checked="" type="checkbox"/>
- Medical Card	(\$65.00)	Refundable	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Drug Test	(\$77.00)	Refundable	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Random Test Program	(\$10.00)	Refundable	Yes <input type="checkbox"/> No <input type="checkbox"/>
- DMV fees	(\$78.00)	Refundable	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Haz-Mat	(\$87.00)	Refundable	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Fees CLASS A and B**

= \$ 417.00

**Fees Refresher only**

= \$ 187.00

\*The total **Theoretical (Expenses)** hours you selected plus the **Practical (Tuition)** hours of the particular course you selected makes together the total hour for that particular course, same thing apply for the **charges**, plus the **Fees** makes the **TOTAL CHARGE.**

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STUDENT SIGNATURE

§94909(a)(9)

Graduation requirements are explained on page 9. §94909(a)(5)

<b>Programs 2020</b>									
				<b>Class A</b>					
				<b>Classroom</b>	<b>Inspection</b>	<b>Reverse</b>	<b>Driving</b>	<b>Hours</b>	
<b>Professional one on One</b>				40	40	50	50	<b>180</b>	
<b>Entry Level Group of two</b>				40	40	40	40	<b>160</b>	
<b>Refresh. (No DMV)</b>				0	20	20	15	<b>55</b>	
<b>Notes:</b>			<b>Days /week</b>	<b>Tuition</b>					
<b>Behind the wheel</b>			4	<b>Hours per</b>		<b>Total</b>			
<b>Hours</b>			<b>Weeks</b>	<b>Day</b>		<b>Hours</b>			
<b>DMV Window</b>			3	9		108			
			4	7		112			
			5	5.5		110			
			6	4.5		108			
			7	4		112			
			8	3.5		112			

Classes will be given according to described on the pages 8, 9 and 10 of this Catalog, plus the curriculum and syllabus will be given once the student be enrolled into class.

CEC 94909(a)(5) (9), 5 CCR ‡ 71810 (a)

A specific Starting date and Ending date will be given on the time the contract is made, according to the Program choice you selected, each Program Choice last about 6 or 7 weeks approximately (Except the Refresh choice), 5 hours daily, Monday to Friday. Classes start every Monday, so, if you Starting date is September 19, 2019 the Ending date will be October 28, 2019. approximately.

5 CCR ‡ 71810 (1), Refer to 5 CCR ‡ 71770 (c) (1) through (3), (6) (7) (a) – (e).

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STUDENT SIGNATURE

§94909(a)(9)

<b>Programs 2020</b>								
					<b>Class B</b>			
				<b>Classroom</b>	<b>Inspection</b>	<b>Reverse</b>	<b>Driving</b>	<b>Hours</b>
<b>Professional one on One</b>				40	40	40	40	<b>160</b>
<b>Entry Level Group of two</b>				30	30	40	40	<b>140</b>
<b>Refresh. (No DMV)</b>				0	10	10	10	<b>30</b>
<b>Notes:</b>				<b>Days /week</b>	<b>Tuition</b>			
<b>Behind the wheel</b>				4	<b>Hours per</b>	<b>Total</b>		
<b>Hours</b>				<b>Weeks</b>	<b>Day</b>	<b>Hours</b>		
			<b>DMV Window</b>	3	9	108		
				4	7	112		
				5	5.5	110		
				6	4.5	108		
				7	4	112		
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5 CCR ‡ 71810 (1), Refer to 5 CCR ‡ 71770 (c) (1) through (3), (6) (7) (a) – (e).

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STUDENT SIGNATURE

§94909(a)(9)

**Expenses, Tuition and Fees:**

The customer must complete a total of \_\_\_\_ hours of the Theoretical and Practical Course according to the class **A or B** Program choices.

**Theoretical**

Options:	<u>Hours</u>	<u>\$ Cost</u>
<input type="checkbox"/> Air Brakes	<u>5</u>	<u>60.00</u>
<input type="checkbox"/> Combinations	<u>5</u>	<u>60.00</u>
<input type="checkbox"/> General Knowledge	<u>10</u>	<u>80.00</u>
<input type="checkbox"/> Doubles (Endorsement)	<u>5</u>	<u>60.00</u>
<input type="checkbox"/> Tankers (Endorsement)	<u>5</u>	<u>60.00</u>
<input type="checkbox"/> Hazardous Materials (Endmt)	<u>10</u>	<u>80.00</u>

The cost of the **Theoretical** Course will be denominated in this contract as **Expenses**.

And the total cost is: \$ **400.00**.

**Practical (According to the Program and choices)**

Options:	<u>Hours</u>	<u>\$ Cost</u>
<input type="checkbox"/> Inspection	_____	_____
<input type="checkbox"/> Reverse	_____	_____
<input type="checkbox"/> Driving	_____	_____

The cost of the **Practical** Course will be denominated in this contract as **Tuition**.  
( it will be according to the selected choice Program).

And the total cost is: \$ \_\_\_\_\_.

**Note: Each of the 10 Courses charges are calculated separate, according to page 4.**

**For prospective customers, those prices are subject to change for Green Valley Truck School discretion.**

\_\_\_\_\_  
STUDENT SIGNATURE

There are five **Pre-Tuition Fees**, which **COULD BE REFUNDABLE**, if those have not being applied or paid to the service supplier, those are:

- Enrollment application	(\$100.00)	Refundable	Yes	No[X]
- Medical Card	(\$65.00)	Refundable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Drug Test	(\$77.00)	Refundable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Random Test Program	(\$10.00)	Refundable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- DMV fees	(\$78.00)	Refundable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Haz-Mat	(\$87.00)	Refundable	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The Total **Pre-Tuition Fees** are: **\$ 417.00**

**STUDENT TUITION RECOVERY FUND = STRF**

STRF fee is 0.0 per \$1000 of tuition charges (non-refundable)  
(California Residents Only)

STRF = \$ 0.

**The Didactic Material Fees** could be excluded from this contract and could be bought by the customer on his or her own.

**There is not a cancellation fee** but the Enrollment application fee of **\$ 100.00 Dollars**, in case the **customer cancels this contract** for any unjustified cause will be no Refundable.  
§94909(a)(8)(B)/§71750(c)(3)

**The total Cost is as follow:**

<b>Expenses.</b>	\$ _____
<b>Tuition.</b> (According to the Schedule and choices).	\$ _____
<b>Pre-Tuition Fees.</b>	\$ _____
<b>Student Tuition Recovery Fund.</b> (non-refundable) (California Residents Only)	\$ _____
<b>TOTAL =</b>	\$ _____

The total cost has to be paid in advance by the customer, unless there is a written contract attached, showing other payment conditions.

Note: Each of the 10 Courses charges are calculated separate, according to page 4.

\_\_\_\_\_  
STUDENT SIGNATURE



## Class A or B.

Class Hours Provided: To assure the success of each student, Green Valley Truck School will provide the necessary hours of Theoretical class instruction according to the following schedule: (Class B Takes; Air Brakes and General knowledge only)

Air Brakes	5 Hours.
Combinations	5 Hours
General Knowledge	10 Hours
Doubles (Elective)	5 Hours
Tanks (Elective)	5 Hours
Hazardous Material (Elective).	10 Hours

Also GVTS will provide the necessary hours of Practical class instruction according to the choice of the selected course Program, shown on the previous pages (5 and 6).

## **Graduation requirements:** §94909(a)(5)

### Theoretical and Practical Course

If the students accomplish each of their responsibilities and pass the written and the road test given by the GVTS Institution, next the student will perform the written and the road test given by DMV, if they succeed and pass those tests, then the student will get its **DMV license** and also will become a **Graduate** student in Green Valley Truck School.

\*If a student does not pass the **Theoretical written DMV exam** at the DMV, after their 3 chances, which is required to go on to the Practical part of the course, he/she will have the following options: The student can retake the **Theoretical** class and have another 3 tries at passing the DMV written exam at no extra cost with GVTS but the student will pay again the DMV fee.

\*If a student does not pass the **Practical DMV exam** at the DMV, after their 3 chances, which is required to get its license at the DMV, he/she will have the following options: The student can retake another 3 tries at passing the DMV practical exam at no extra cost with GVTS but the student will pay again the DMV fee. CEC 94909(a) (6)

### Endorsement Electives

The student must pass the DMV endorsement test in order to receive the endorsement on His/her license. They are given three chances to pass each endorsement test. In case the student fails, he/she has the option of retaking the endorsement class at no extra cost with GVTS but the student will pay again the DMV fee.

### Educational Program / Description of the Instruction

**Teachers** prepare instructional materials and instructional tools. Such teaching tools that are crucial to the hands-on training students receive. Instructors will provide the student's **Theoretical** instruction, in order to pass the written exams that are essential to receiving the license learning permit from the DMV. There are three written exams the DMV requires the student to pass for them to have the permit: **General Knowledge, Combinations, and Air Brakes**. There are another three **optional** written exams that could be taken at any time, even

after the student receives the Professional License. **The three optional exams are: Doubles / Triples, Tanks, and Hazardous Materials.**

For the **Theoretical** instruction GVTS will use The California Commercial Driver Handbook ( <https://driving-tests.org/california/ca-cdl-handbook/> ) as a main tool of the instruction, also we will use, a well selected movies and practice test to reinforce the knowledge of the student.

Instructors will also give the students, **Practical** instruction, in which the instructor shows the student how to operate the vehicles. The instructor lets the students practice achieving the necessary skills to pass the final operational test to get the Professional class ‘A’ or ‘B’ license from the DMV. Three Practical basic skills are required and must be passed at DMV by the student. These skills include: 13 group of parts for the **Pre-Trip Inspection**, 4 sets of exercises; (Straight reversing, Of sets, Parallel parking and alley dock skills) to develop the **Reversing** maneuvers, also **Driving** on the roads, on the country, on the city, on freeways, on the streets, Etc.

Each student will receive a program describing syllabus before starting the class.

Instructors, sometimes known as “teachers”, educate truck drivers. Some specialize in single subjects, like **Theoretical** instruction or the **Practical** Instruction, while others specialize in both parts. They choose their own instructional methods, which vary from formal lecture to open, spirited discussion. Teachers use a variety of media and demonstration materials to get students involved in the educational process. Instructional content and textbooks are usually determined by state government board standards and Green Valley Truck School curriculum guidelines approved by the DMV or the Board of Education.

CEC 94909(a) (5) (6)

**Faculty:** The Green Valley Truck School Instructors will be required to have the following: A GED or a High School Diploma, a class “A” Driver’s license with hazardous material endorsements, Clean DMV driving record, with no points and no DUI (last 3 Years), a minimum of Three years’ experience as a truck driver or a certificate of instruction from this school or any other truck driving schools, no record of any violations of the Act.

CEC 94909 (a) (7)

The Green Valley Truck School will employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of experience, education, and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, then the Green Valley Truck School will certify their own instructors and will document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

The Green Valley Truck School will keep the quality of instruction, by taking every year a written test of each topic and every two years the lead instructor will test the backing and driving skills of each instructor, also every instructor must know the Professional and Entry Level syllabus courses that Green Valley Truck School is offering to their customers.

The Green Valley Truck School is improving the quality of it’s instruction by holding a monthly meeting (1<sup>st</sup>. Tuesday of each month) with their own instructors, in order to chare the experience of their responsibilities and how they were solving the problems in their specific working area.

The Green Valley Truck School will be updating the equipment and technology to be current and leading the truck driving school industry.

**Qualification:** CEC 94909 (a) (7), §71720

Instructor Name	Instructor Class	Class A Experience	DMV Point	(Last 3 Years) DUI	High School or GED	Bachelor Degree	GVTS Master Certificate	GVTS Master Exp. Certificate	Bilingual
Jorge C Madera	All	30	0	0	yes	yes	yes	yes	yes
Maria C Madera	All	29	0	0	yes		yes	yes	yes
Shawn Brocks	All	5	0	0	yes		yes	yes	No
Horacio Chapula	All	7	0	0	Process		yes	yes	yes

**Minimum level of education:**

**The institution's admissions requirements:** The GVTS Instructors must possess a GED or High School diploma or successfully pass an ability-to-benefit exam with 80% satisfactory record, a Wonderlic Scholastic Level Exam provided by GVTS.

**STUDENT’S RIGHT TO CANCEL.**

◆ The Seller without penalty or obligation shall refund 100 % of the amount paid for institutional charges, less the **Application fee which is \$ 100.00 Dollars** and **none Cancellation fee**, if **Contract is cancelled** prior to or on the first day of class or the seventh days after enrollment, whichever is later, If there are some pre-tuition fees already applied, then, those fees will be deducted from the refund. CEC 94911(e) (1) CEC 94909(a) (8) (B) 71750 (c) (3)

\_\_\_\_\_  
Initial

◆ All the customers must advise in writing any notification of **withdrawal or cancellation** and any request for a refund. The explanation has to be addressed to: Maria C. Madera, Director and Owner, at 400 12 ST Suite 16., Modesto CA. 95354, which is the school address.

\_\_\_\_\_  
Initial

◆The seller shall pay or credit the refund due on the **30 days following the date upon** which the Student’s withdrawal has been communicated in writing.

\_\_\_\_\_  
Initial

**TUITION REFUND POLICY:**

◆If the STUDENT has received federal student financial aids FUNDS, the student is entitle to a **refund** of moneys not paid from FEDERAL STUDENT FINANCIAL AID program funds. CEC 94909(a) (11)

If the student obtains a loan 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 94909(a) (11)

Initial

◆The Seller without penalty or obligation shall **refund** 100 % of the amount paid for institutional charges, **less the Application fee which is \$ 100.00 Dollars and none Cancellation fee**, if contract is cancelled prior to or on the seventh day of the classes whichever is after, If there are some pre-tuition fees already applied, then, those fees will be deducted from the refund.

◆The Pre-enrollment Legal and Didactic Material Fees could be **refunded** if they have not yet been applied, meaning that GVTS has not paid for any portion of the Pre-enrollment Legal Fees and any portion of the Didactic Materials. CEC 94911(e) (3)

◆If the client withdraws at any time after the first day of class, or at any time there after prior to the completion of the courses, or otherwise fails to complete the period of enrollment, the institutional **refund policy** for students who have completed 60 percent or less of the 180 hours of class instruction provided shall be a pro-rated refund as follows: (Page 12)

CEC 94909(a) (9), CEC 94909(a) (8) (B), 71750 (C) (3)

Initial

### Example Only

CEC 94909(a) (9), CEC 94909(a) (8) (B), 71750 (C) (3)

## Example of TOTAL Cost value of the Entry Level class A Course of 160 instruction hours.

The TOTAL Cost is as follow:

Expenses	\$ <u>400.00</u>
Tuition	\$ <u>6683.00</u>
Pre-Tuition Fees	\$ <u>417.00</u>
Student Tuition Recovery Fund. (non-refundable) (Only for California residents)	\$ <u>0.0</u>
<b>TOTAL =</b>	<b>\$ <u>7500.00</u></b>

- The Pre-Tuition Fees + STRF. (It Makes a total of \$ **417.00** dollars)  
**This portion will be refund according to the policies 9, 10 and 11 shown in the contract.**
- The Theoretical and Practical course, which are the **Expenses + Tuition**  
(It Makes a total of \$ **7,083.00** dollars) divided in 160 hours, it is equal to:  
**\$ 44.27 per hour.**

- If the customer attends 96 hours, which is 60% of 160 hours, then deduct of 160 the 96 hours attended, and the leftover balance will be 64 hours, times 64 per \$ 44.26 (which correspond to the price per hour) and will be \$ **2832.64 Dollars**, less the Pre-tuition fees which is \$ 417.00 dollars and none Cancellation fee, the total refund will be \$ **2415.64 dollars**.

**This portion will be refund according to the policies 9, 10 and 11 shown in the contract.**

- ◆The seller shall pay or credit the **refund** due on the **30 days** following the date upon which the Student's withdrawal has been determined.

\_\_\_\_\_  
Initial

- ◆ **If the student completes 60% or more of the classes, he or she will not be eligible for a refund.** CEC 94911(e)(3)

\_\_\_\_\_  
Initial

### **Attendance policies:** CEC §94909(a)(8)(C)(D)

There are a seventh days **Probation** period next the enrollment date, into that period the student should evaluate the school and have the opportunity to cancel if it is not as he/she expected, same right GVTS has if the student shows that does not follow direction, after that period the student should follow the following policies:

Any violation of the **Legal Requirements** or any violation of the **Prohibited Conduct** could result in the **Dismissal** from GVTS.

Similarly, if the student is not able to follow the **Student Responsibility** rules, he or she is susceptible to **Suspension** until the conduct is corrected.

The student must attend the classes according to the schedule. Failure to observe the class schedule, any unreported **absence** of three scheduled classes, or 6 tardiest will result in **suspension** of the course until the next similar class is available for the student to start over. This is because the course is only 35 days long and 3 days will be equivalent to 10% of the class. Being 40 minutes late to a class is considered a tardy since this is about 13% of a class period. CEC 94909(a)(8)(E)

### **Leave of absence:**

Any student or customer could request for a period of 1 month until 3 times in writing a **leave of absence** explaining the reason of His or Her decision, this should be provided before the absence occurred and GVTS will reschedule the classes according to the needs of the customer.

CEC § 94909(a)(8)(E)

### **The Grading Standards are:**

Grading Criteria: **The Theoretical class includes some chapter tests which will be graded as follows.**

A = 100% - 90%  
B = 89.9% - 80%  
C = 79.9% - 70%  
D = 69.9% - 60%  
F = 59.9% - 0%

**Any grade over 85% is considered a passing grade. Examples of the chapter test are provided in the following pages.**

**The Practical class will be graded by the instructor according to skill. The following will be used as a grading guide for the instructors:**

0 = Great Risk	<b>(Failed student)</b>
1 = Understand Instructions	<b>(Depends to much on Instructor)</b>
2 = Practices Instructions Well	<b>(Small dependence on Instructor)</b>
3 = Shows Understanding and Security	<b>(Demonstrates some independence)</b>
4 = Masters with Security	<b>(Independent from Instructor)</b>

Any grade over 2 will be considered a passing grade.

CEC 94909(a) (6), 5 CCR ‡ 71810 (8), Refer to 5 CCR ‡ 71770 (c) (1) through (3), (6) (7) (a) – (e).

### **Student Responsibilities in classes:**

*The student must develop the ability to respond to whatever is taught by the instructor and also must comply with the following:*

- To attend classes according to the schedule.
- To follow the instructions of the teacher.
- To pass the written exams provided by the DMV.
- When backing or driving into the yard, vehicle top speed shall not exceed idle speed (1<sup>st</sup>. and Reverse gears only).
- Vehicle's top speed on the highway shall not exceed 55 mph or the legal posted speed limit.
- In order to drive on public roads, before leaving the yard the student must show the Instructor the following: Valid driver license, Valid CDL permit, valid medical card, Log book (7 previous days), and the daily inspection report.
- The student must, on a daily bases, initial the classroom and field attendance hourly cards and the progress grades by the end of the class day.

### **Scholastic regulations:**

#### **Legal requirements:**

*The student must accomplish the following requirements prior to starting the class:*

- Pass an English reading exam.
- Pass an arithmetic exam.

- Show INS residence status to DMV.
  - Show Social Security card to DMV.
  - Bring a DMV print out.
  - Be able to enroll in the Random drug test.
  - Bring the current medical card.
  - Be able to get a drug and alcohol test.
  - Allow GVTS to check with current or previous employer if there is a drug and/or alcohol history.
  - Be aware of the FMCSR of US Dept. of Transportation, agree and sign that he/she has knowledge of Parts 40, 382, 383, 390, 397, 399 Subchapter B, Chapter3, Title 49 of the Code of Federal regulation.
  - Pay for the course in advance.
- CEC 94909(a) (6), 5 CCR ‡ 71810 (b) (14), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

### **Prohibited conduct:**

*The student shall restrain themselves from the following conditions of behavior:*

- Falsification of any kind of record.
- Theft, or deliberately careless damage of any property being on the company site.
- Provoking a fight or carrying any dangerous weapon during class hours.
- Consuming, possessing, or being under the influence of alcohol or drugs during class hours.
- Insubordination or refusal to obey instructions, as well as the use of abusive or threatening language towards the instructor or any other person related to GVTS.
- Unauthorized use of company equipment, materials, facilities or unauthorized distributing of literature or any written or printed material belonging to GVTS.
- Unreported absence of three scheduled classes or failure to observe the class schedule.
- Removing or borrowing company property without prior authorization.
- Making derogatory, racial, ethnic, religious, sexual remarks or gestures, or any violation of the prohibited harassment policy.
- Violation of any safety, health, security, or company rules.

5 CCR ‡ 71810 (b) (14), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

### **Title IV:**

This GVTS institution does not participate in federal and state financial aid programs, furthermore, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs does not apply in this contract. CEC 94909(a) (10)

## **Loans:**

Because GVTS institution does not participate in federal and state financial aid programs, their student or customers does not obtains a loan to pay for an educational program, but in case any customer or student get a loan, then, 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.

CEC 94909(a)(11)

- ◆ 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;

The federal or state government or a loan guaranteed 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.

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.

\_\_\_\_\_  
Initial

## **Bankruptcy:**

The GVTS institution does not has a pending petition in bankruptcy, is not operating as a debtor in possession, it does not has filed a petition within the preceding five years, or it does not has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). CEC 94909(a) (12)

**STRF Disclosure from 5CCR §76215(a)(b).** STRF fee is non-refundable.

The student is responsible for paying the state assessment amount for the STRF New education Code §94810(a) (10), (11); **STRF fee is non-refundable.** Code § 94908, 94909 (a) (14)

**\*\*\*Please note: anything on this checklist with " " needs to be verbatim (word for word)**

**“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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 noncollecting 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 §76215(a)(b)

§94909(a)(9) On **page 4** you will find complete schedule of an estimated schedule of total charges for the entire educational program; **the STRF is identified as “California Residents Only.” You will find more on the enrollment agreement for STRF**

1. Students pay STRF assessments, not Institutions. Institutions forward the assessments to the Bureau on a quarterly basis.
2. The STRF assessment is collected from every student attending class in a California classroom (including international students) or California residents enrolled in an online program of study.
3. The amount of the STRF assessment is \$0.0 for every \$1,000.00 of institutional charges rounded to the nearest \$1,000.00. Institutional charges are those charges that are paid directly to the institution and should be the amount listed on the enrollment agreement.
4. Unless 100% of the cost for the educational program is paid by a third party payer or a combination of third party payers, the student must pay the STRF assessment. (A “third party payer” is a government program or an employer that requires no repayment from the student.)

### **Transfer out:**

**\*\*\*Please note: anything on this checklist with " " needs to be verbatim (word for word)**

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Green Valley Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in class **A** or **B** license is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this GVTS institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your course work at the institution. For this reason, you should make certain that your attendance at this GVTS institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Green Valley Truck School to determine if your certificate will transfer."

### **Facilities & Equipment:**

**Facilities:** GVTS counts with a classroom 20' by 20' with 10 computers to receive the classes on one on one bases, You will perform this procedure in your own pace with the help of a professional instructor that will assist you with the questions you could have, beside the book and the instructions you will watch the movies related to each topic you need to cover, after you watched them, then you will practice the tests on the computer for the topic already covered and once you passed them, you will do the final written test at the DMV to get you driving permit.

**Equipment:** Once you got your driving permit then you will step forth doing the behind the wheel trainee witch is the: Inspection of the vehicle, the backing and the driving, **GVTS** counts with a yard to perform those practices, for each course of study, all of the following equipment mentioned below will be used and is owned by Green Valley Truck School and can be used to instruct a group of 4 students at a time receiving the classes on one on one base. Once that you feel confident and secure with the trainee you received, then you will do the final test at the DMD in order to get your class **A or B** license.

CCR 71810(b) (9), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

## Housing

“The institution has no responsibility to find or assist a student in finding housing”, the program is ‘non- residential “does not satisfy this subparagraph.

The average rent is about \$30.00 Dollars daily.

CCR 71810 (b)(13)(B), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

### ASSETS

Office Equipment	Description	Quantity
Computer	PC’s	12
Printer	Epson HP 6500	1
Printer	Brother LC 201-203	1
Scanner	Brother	1
Telephones	Telephone	2
Projector	White	1
Projector – photos	Kodak	1
Desk	Executive desk	1
Desks	Compressed Wood	1
File cabinets	Compressed Wood	2
File cabinet	Wood, 2 drawer, loc	1
File cabinet	Metal, 4 drawers	4
Chairs	Metal/	12
Furnished Carts	Wood and Metal	2
Book shelve	Wood, executive	1
Book storage	Metal	1
Bulletin board	White & cork	1
Kitchens ware	Coffee machine	1
Mobil office Trailer	Yard	1

Heavy Equipment	Description	Quantity
<b>Internacional 2012</b>	Green <b>3HSDJSJR4CN451295</b> Yellow <b>3HSDJSJR4CN629688</b> White <b>3HSDJSJROCN444473</b> White Gold brown <b>3HSDJSJRXBN371949</b>	4
<b>Freight Liner 2006</b>	<b>Burgundy 1FUJA6CV36DW13820</b>	1
<b>Freight Liner 1999</b>	White <b>1FUYNMCB3VP660503</b>	1
Trailer 1	Dry box, 28 ft VIN T63000	1
Trailer 2	DRI box, 28 ft. VIN SS11E9281DE252730	1
Trailer 3 &4 1964 UTILITY	Bottom dumps Doubles VIN 41955 & 42015	2
Trailer, 51	Dry box, 48 ft	1
Tools	Dolly, Trans. Jack, jacks, air guns, air compressor, etc.	

CCR 71810(b)(9), CCR 71810(b) (9), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

## **Library:**

Although GVTS has a small physical library as additional service for customers, however GVTS provides 8 computers to be accessed as a resource to get the necessary information through the internet, in there the student could download any document or file to complement His or Her studies.

The customer will request the computer to the office manager and the computer will be assigned to the student right away.

CCR 71810(b) (10), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

## **Services:**

### **The customers of GVTS will receive the following services:**

Availability of bilingual personal. (Spanish and English)

A clerk person taking care of the customer.

The orientation to cover all the legal requirements.

Drug Test.

Random Test Program.

Medical Card.

Homeland Security background check, through the Fingerprints

Logbook compliance.

DMV clean record.

DMV print out.

DMV driver permit.

DMV driver license class A or B.

Classroom Instruction with Professional Instructors

Classroom with utilities, A/C and clean rest room and supplies.

Classroom material and supplies.

Coffee room and supplies.

The CDL handbook and the FMCSR book to study.

The use of one Computer to practice the class and DMV test.

Behind the wheel Instruction with 2 Professional Instructors.

The use of one truck with the trailer to practice the class and DMV test.

Clean and safe equipment with insurance and license plates.

A clerk person handling the Job Placement assistance.

CCR 71810(b) (12), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

## **VISA and Proficiency Language:** 71810 (b) (4)

The GVTS institution will accept customers from other countries with different speaking (other than Spanish and English) language if they demonstrate basic understanding, reading and speaking a base English.

The GVTS institution does not admit students from other countries, unless those students were permanent residents or American citizen, otherwise DMV won issue a DMV license. Because DMV provide the CDL handbooks in English and Spanish, the Spanish people can make the written test in Spanish, The GVTS institution provide the CDL hand books, tests

and Practical classes in English and Spanish, so all of the following disclosures won be needed:

Whether English language services, including instruction, are provided and, if so, the nature of the service and its cost. (N/A)

**The GVTS Institution will provide the classes in English and Spanish as basic instruction with no extra charge. 71810 (b) (4)**

Whether the visa services are provided or whether the institution will vouch for student status, and any associated charges. (N/A)

The GVTS Institution won provide visa services therefore there is not charges involve. CCR 71810(b) (3), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

The level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language. (N/A)

**The GVTS institution provide the CDL handbooks, tests and Practical classes in English and Spanish, because DMV provide the CDL handbooks in English and Spanish, the Spanish people can make the written test in Spanish. 71810 (b) (4)**

(TOEFL), (N/A)

CCR 71810(b) (4), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiencies, such as the Unites States Foreign Service Language Rating System, that will be accepted. (N/A)

CCR 71810(b) (5), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

**Admission Qualification:**

The GVTS students must possess a GED or High School diploma or successfully pass an ability-to-benefit exam with 80% satisfactory record, a Wonderlic Scholastic Level Exam provided by GVTS.

The GVTS Institution does not have a list describing any transfer or articulation agreements between the institution and any other postsecondary, college or university. The GVTS Institution has not entered into an articulation or transfer agreement with any other postsecondary, college or university.

CEC 94909(a) (8) (A) (15), 94908, 5 CCR ‡ 71770 (b ) (1) through (3).

**Experiential Credit:**

The GVTS institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay, are described on the refresher course choice offered in those Programs (Pages 4, 5 & 6), If a prospective student does have a Class A or B license from DMV, the GVTS Institution may accept credits from other approved to operate Institution by the BPPE, this apply only in the Refresher Courses.

Also are as follow: The customer or student should give prove of previous experience and must be able to pass with at least 80% a GVTS behind the wheel practical test. CCR 71810(b)(7), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

### **Financial Aid:**

The GVTS institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program are not needed at this point since GVTS currently is not participating in any state or federal financial aid program.

CCR 71810(b) (6), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

### **Distance Education:**

The GVTS institution is not offering distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation, do not apply at this moment. CCR 71810(b) (11)

### **Online Disclosure:**

The GVTS institution is not offering Distance Educational Programs at this time- Specific Provisions for Instruction Not in Real Time is not applicable at this moment, CCR 71716.

**Job placement:** Without commitment or obligation to Green Valley Truck School to find a job for the customer, there will be into Facebook a closed group call it **JOBS**, in there GVTS will publish the openings according to the recruiters demand, these recruiters make visit to the GVTS facilities at least once at month, also they could call or fax their requirements at any time, There are 8 computers located in the classroom area available for the students for their use while they attend the classes or after 8 days they finished the program. There will also be a bulletin board containing a printout of the current jobs available on the market and could be checked by all the graduated customers at any time.  
94909 (a) (13)

### **Record Retention:**

5 CCR ‡ 71810 (b) (15), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

Student records will be started by the marketing department to gather all the necessary forms and materials from the student. Then they will be transferred to the personnel department to be maintained in a locked file cabinet. A back-up copy will be maintained in a USB separate storage facility for safety reasons. Every student will be assigned a student ID number. Green Valley Truck School will use this, along with the student's name, to keep all of the student information organized. After a student has graduated, his or her file will be maintained at the storage site for a minimum of five years. A student's file will be maintained for a minimum

of five years even if a student does not complete the course. The Transcripts are to be kept permanently at the storage site, included in the file will be all of the following information separated by sections within the files:

1. Contract with school, instruments of indebtedness.
2. Copies of all Legal requirements (mentioned in section 9.2) such as DMV print out, Pull Notice Program enrollment, current Medical Card, etc.
3. Completion of English and Arithmetic exam.
4. Records of the dates of enrollment (stated in the Contract), records of withdrawal, leaves of absence, and graduation.
5. Financial Information (proof of payment, etc.)
6. Any refund records (when applicable), including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent.
7. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
8. Student's Class Attendance and Grades.
9. Certificate of Completion.
10. Copies of all policies or notices and disclosures issued to the student.
11. Miscellaneous Section (complaints, special requests, Instructor Evaluation, etc).

**File Maintenance:** During the course, any forms turned in from the Instructors, Finance Dept., or others, that will need to be added to the student's file, will be turned in to the personnel department for filing. The Personnel department will scan those documents and will send a USB back-up copy of the file to a separate storage facility.

**File Storage:** Files will be stored in a locked and confidential file cabinet not accessible to the public. The file cabinet will be kept at the administrative office site and a USB back-up copy of the files will be kept at a separate storage facility. There will also be some files, like financial files, that will also be kept on computer hard disks. These USB flash drive and computers will also be located at the administrative office site. The disks will be backed up every month and the USB back-up copies will be maintained at a separate storage facility. Once the student has completed the course and their file is considered closed, the file will be also transferred to a safe and separate storage facility. The

file will be kept in storage for five years in case it is required, After that, the file will be properly shredded.

The Transcripts are to be kept permanently in case it is required.

CCR 71810(b)(15), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

**Safekeeping:** The student’s records will be kept in a locked file cabinet. A set of back-up scan files will be kept into a USB flash drive at a safe storage facility separate from the office location. The storage facility is located at 908 Changason Way Modesto CA 95354. Some information, like financial records, will also be kept on computer USB flash drive. The information that is imputed into computer USB flash drive will be backed up on a monthly base. The back-up USB will be kept at the same storage place as the back-up files. Once the student has completed the course and their file is considered closed the file will be transferred to a safe storage location within the administrative office. The file will be kept in storage for five years in case it is required. After that the file will be properly discard or shredded.

The Transcripts are to be kept permanently in case it is required.

CCR 71810(b) (15), Refer to 5 CCR ‡ 71770 (c ) (1) through (3), (6) (7) (a) – (e).

**Green Valley Truck School** could use its Rights to Cancel or deny its service when it considers the public safety under risk or if the customer does not meet the Scholastic regulations.

The current charges could be update at any time by the seller without previous notice to potential Customers, the real customer will not have changes on the current charges once this contract has been signed.

## **Why choose Green Valley Truck School?**

**The Institution is a Private Institution and that it is Approved to operate by the Bureau. for Private Postsecondary Education. That approval means compliance with state standards as set forth in the California Education Code and 5, CCR.**

An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Services provided by GVTS:

One on one Instruction, Learning in your own Pace.

Green Valley Truck School Graduation Certificate.

Instruction to get the DMV Permit, Instructions to get your DMV License.

Assistance in Job placement.

Just go to our web page [www.greenvalleytruckschool.com](http://www.greenvalleytruckschool.com) and



Look for the testimonies of our previous customers and the Performance Fact Sheet that also you will see next.

School Location: 400 12 Street Suite 16, Modesto CA. 95354

Ed. Code ‡ 94909 (a) (4)

**Green Valley Truck School policy (s);**

Relative to providing a prospective student either in writing or electronically with a school Catalog. 94909 (a)

Green Valley Truck School will provide any prospective student access to the school Catalog as well as some other information through the following web page:

[greenvalleytruckschool.com](http://greenvalleytruckschool.com) 94909 (a)

The prospective student once he/she choose the school and become a real customer then he/she will provide a DMV H6 print out in order to verify the status of the driver license.

The prospective student once he/she choose the school and become a real customer then he/she must pass a physical exam required for the DMV, prior to issue the DMV driver permit.

The prospective student once he/she choose the school and become a real customer then he/she should pass a drug test required for the CHP before the student can be behind the wheel to practice the class and also during the length of the course will enrolled at a Random and alcohol test program. Ed. Code 94909 (a) (6).

There will be a yearly catalog update on September of each year or at any time for any other mandatory reason, how ever prices are subject to change according to the economic situation of the country. 5CCR 71810 (a).

Because DMV provide the CDL handbooks in Spanish, the Spanish people can make the written test in Spanish, The GVTS institution provide the CDL hand books, tests and Practical classes in Spanish.

The GVTS Institution will provide the Catalog and the Enrollment Agreement in Spanish.

The Green Valley Truck School will provide a Spanish Catalog to any customer when they are unable to understand the terms and conditions of the Catalog due o English not being their primary language, and if recruitment won be conducted in English. 94906 (a), (b)

La Escuela de Troques de Green Valley dará en Español un Catalogo a cualquier cliente, cuando ellos estén incapacitados de entender los términos y condiciones del Catalogo debido a que el Ingles no ha sido su lengua primaria y si el reclutamiento sera conducido en Ingles.94906 (a), (b)

Prospective Student Initial \_\_\_\_\_.