



**DRIVING<sup>TM</sup>**  
**ACADEMY**  
**TRUCK DRIVER TRAINING**

**California Course Catalog**  
**Truck Driver Training**

*Volume 3.0*

*Effective dates: January 1, 2023- December 31, 2023*

# 160 Driving Academy California Locations

## Academy California Locations

### **Stockton**

917 W March Ln, Stockton, CA 95207 (Office)  
1658 S Airport Way, Stockton, CA 95206 (Yard)  
(209) 353-9997

### **Anaheim**

1100 Technology Circle, Anaheim, CA 92805 (Office)  
930 S Arrowhead, San Bernardino, CA 92408 (Yard)  
(877) 350-0884

### **San Bernardino**

141 North Arrowhead STE 3, San Bernardino, CA 92408 (Office)  
930 S Arrowhead, San Bernardino, CA 92408 (Yard)  
(951) 755-3455

### **Fresno**

3038 Tulare Street, Fresno, CA 93721 (Office)  
2830 E Manning Ave, Fowler, CA 93625 (Yard)  
(559) 205-9255

### **Sacramento**

1590 Juliesse Avenue, Sacramento, CA 95815 (Office & Yard)  
(916) 347-5194

### **Redding**

910 Cypress Ave, Suite B, Redding, CA 96001 (Office)  
8025 Eastside Rd, Redding, CA 96001 (Yard)  
(530) 389-7846

### **San Diego**

700 N Johnson Avenue, Suite E-F, El Cajon, CA 92020 (Office)  
1280 Rancho Del Oro, Oceanside, CA 92056 (Yard)  
(619) 202-8366

Website: [www.160drivingacademy.com](http://www.160drivingacademy.com)

This catalog complies with the minimum requirements from the California Bureau of Private and Postsecondary Education and is updated annually. All students will receive a hard copy of this catalog and **must** sign this document as well as the 160 Driving Academy Enrollment Agreement as evidence that you understand this program's processes, rules and regulations as well as your rights as a student. 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. 160 Driving Academy is not accredited by the U.S. Department of Education. The Department of Education occupational code associated with this program is 53-3032 (Drive a tractor-trailer combination or a truck with a capacity of at least 26,001). Other DOE codes for this training include: 53-3033, Light Truck or Delivery Services Driver and 53-3022, Bus Drivers or School or Special Drivers.

At the 160 Driving Academy, our **mission and purpose** are to provide the highest quality CDL training in the United States. With that mission, the Company is now the largest provider of CDL training in the country and the largest supplier of highly trained drivers to the trucking industry. The Company's vision is to enable any person over 19 years old who qualifies, to learn how to safely operate a Class A vehicle and ultimately prepare him/her to successfully test for their Commercial Driver's License as conducted by the California Department of Motor Vehicles. Unlike other CDL programs across the country, the 160 Driving Academy maintains a mandatory 160-hour curriculum. As many of the 160 Driving Academy leadership team come from some of the most successful companies in the United States we ascribe to the highest values, integrity and process management for all of our employees.

The **objective** of 160 Driving Academy in California is to deploy its leading truck driver training capability to the State of California. Some of the largest employers in the State of California have asked the 160 Driving Academy to establish its operation in the State of California to train their employees in the highest quality manner. In California, 160 Driving Academy will deploy its proven:

1. Advanced Classroom training capabilities
2. 160-hour CDL training curriculum
3. 160 University instructor training
4. Trucks and required training equipment
5. Local marketing and advertising strategies
6. Student recruiting call-center, student enrollment
7. Student tracking and management systems
8. 160's trucking company employer relationships for this initiative.

160 Driving Academy classes start each Monday to ensure convenience, immediate training and job creation for all applicants.

160 Driving Academy is approved to operate by the California Bureau for Private Postsecondary Education. The Bureau's approval to operate means that the institution and its operation are in compliance with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California Code of Regulations. Approved courses are:

- Truck Driver Training
- Hazmat Endorsement
- Automatic Restriction

- Truck Driver Training Refresher

The 160 Driving Academy is a private institution and is approved to operate by the California Bureau of Private and Postsecondary Schools. The 160 Driving Academy **is not**:

1. Subject to any pending petition in bankruptcy
2. Operating as a debtor in possession in bankruptcy for the proceeding five years
3. Ever had a petition in bankruptcy filed against or 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)

Our Stockton, California classroom school and office is located at:

**445 Weber Road Suite 128**  
**Stockton, California 95203**  
**(209) 409-3174**  
[www.160drivingacademy.com](http://www.160drivingacademy.com)

Our Stockton, California yard where you will practice driving skills is located at:

**San Joaquin Fairgrounds**  
**1658 South Airport Way**  
**Stockton, California 95206**

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. The 160 Driving Academy conducts all of its programming in English. By Federal Law all Commercial Driver's License exams conducted by the California Department of Motor Vehicles or any other State agency will be conducted in English. You must be able to read and write English to successfully complete this course and take your CDL exam at the California Department of Motor Vehicles. You also must have a valid Driver's License from your resident state. 160 Driving Academy does not vouch for student status and does not offer visa services. We do not have proof of language proficiency; the student must be able to read and write English in order to complete this course.

The 160 Driving Academy has numerous self-study materials and external learning websites you can utilize while you are in the program, including California Department of Motor Vehicles CDL guide, 160 Driving Academy hard copy sample exams and websites like JJ Keller

[www.cdlstudycourse.com](http://www.cdlstudycourse.com)

The 160 Driving Academy is non-residential and does not provide any housing assistance. There is housing within 10 miles of the school with one-bedroom apartments in Stockton averaging \$1,300 in 2021. The institution has no responsibility to find or assist students in finding housing. Any questions you 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 Boulevard, STE 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax Numbers:  
(888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

**All prospective students at the 160 Driving Academy are provided this document prior to enrollment.**

The 160 Driving Academy Commercial Drivers Licensing course is not accredited by any accrediting agencies recognized by the United States Department of Education and therefore you are not eligible for Federal Financial Aid Programs. The 160 Driving Academy is private institution and is approved to operate by the Bureau of Private Postsecondary Education. The program is compliant with state standards as set forth in the CEC and CCR.

All students who complete the course will be prepared to test for their Commercial Driver's License as conducted by the California Department of Motor Vehicles. Per the Federal Motor Carrier Administration if you are a California Resident you must receive your Drivers Permit (CLP) in the State of California. If you are a resident of another state, you must receive your Drivers Permit (CLP) in the State of your residence. Once you receive your CDL you are permitted to drive in other states if you are at least 21 years of age.

### **160 Driving Academy- Stockton Employees, Facilities, and Equipment**

#### **OFFICERS, DIRECTORS, OR TRUSTEES**

Steve Gold, *Founder*

Tom Sakos, *Chief Financial Officer*

#### **LISTING OF KEY STAFF AND FACULTY**

Sarah Parsons, *Branch Manager*

Marcelina Bridges, *Regional Manager*

#### *Truck Driver Training Program Instructors*

- Andrew Steen
- Arturo Sanchez
- Ricardo Jimenez
- Ron Jackson
- Scott Mastro

*\*All instructors have a valid Class A Commercial Driver's License; a High School Diploma, or GED; a clean Motor Vehicle Record (MVR) and at least three years over-the-road truck driving experience.*

#### **Facilities**

The Stockton classroom and office are located at 445 Weber Road, Suite 128, Stockton, California 95203 and has seats for up to 20 students. This location has one classroom, off-site restrooms, and a small library for the students.

The Stockton training yard (or lab) is located at San Joaquin County Fairgrounds, Entrance 3, 1658 South Airport Way, Stockton, California 95206. The yard has space for our two trucks and two trailers and off-site restrooms.

## Equipment

### Trucks

- 2005 International
- 2005 International

### Trailers

- 1990 Utility
- 1992 Monon

## Course Policies and Procedures

- 1. Admission Requirements:** Students must be 18 years old and possess a valid California Driver's License and provide a:
  - a. Copy of your drug screen
  - b. Copy of your DOT physical
  - c. Motor Vehicle Report (MVR)
  - d. Must have a high school diploma or equivalent
    - Students must be able to read and write English and pass the examination as required by the Federal Motor Carrier Safety Administration.

All MVR's, Physicals and Drug Screens must be successfully completed and submitted to 160 by the first day of class.

- 2. Appropriate dress code:** Shirts, shoes, blues jeans, etc. is required at all times - no offensive logos or designs will be allowed at any time. Failure to abide by dress code rules may result in removal from class immediately until appropriate dress code is demonstrated.
- 3. Class and School Schedule:** New classes start every Monday throughout the year. Classes run Monday-Friday from 8:00 AM to 4:30 PM for four weeks. The school is closed on the following holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas.

- 4. Tuition and Fees:**

**Tuition:** \$ 4,950.00 (This tuition includes all of your behind the wheel and classroom instruction)

**STRF Fee:** \$2.50 per \$1,000.00 of tuition (non-refundable)

**Subtotal Cost:** \$ 4,950.00

**160 Scholarship Credit:** \$ 0.00

**Total Cost:** \$ 4,950.00

The State of California costs for permitting and licensing are \$85.00, one time per test fee paid by 160 Driving Academy to the California Department of Motor Vehicles. The State may change licensing prices without notice, please contact the California Department of Motor Vehicles for the latest pricing or check the California DMV website at:

[https://www.dmv.ca.gov/portal/dmv/detail/dl/fees/driverlicense\\_fees#commercialA\\_B](https://www.dmv.ca.gov/portal/dmv/detail/dl/fees/driverlicense_fees#commercialA_B)

Your tuition may be underwritten by a government entity or commercial enterprise, for example WIOA, VA, or a specific truck carrier. In these cases, your tuition may be "no cost" to you. The

160 Driving Academy does not have a loan program available to its students. If you obtain a loan for this training, you must pay it back in full with the appropriate interest, less any amount of a refund, and if you obtain federal student financial aid funds, you are entitled to a refund of the money not paid from federal financial aid funds. More information on how to apply for Government and community grants can be made available by speaking with 160's branch manager.

**5. Drug Screen/ Physical Policy**

- a. Students' physicals must be completed prior to obtaining their Commercial Learner's Permit.
- b. The student's Drug Screen will be completed and a negative result must be received before they are able to operate a commercial vehicle.
- c. The results of the Drug Screen will be automatically sent to the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse.
- d. Each student must register and create an account in the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse by going to <https://clearinghouse.fmcsa.dot.gov/>.
- e. If a student tests positive for any reason, per FMCSA guidelines they will need to attend a Substance Abuse Program prior to gaining employment in the trucking industry.
- f. The results of the Drug Screen, if positive, will remain in the FMCSA Drug and Alcohol Clearinghouse until such time the student resolves their status.
- g. The 160 Driving Academy has no responsibility or accountability for the results of the students' Drug Screen, FMCSA requirements or resolving the student's status, if any, in the FMCSA Drug and Alcohol Clearinghouse.
- h. If either the physical or drug screen disqualify the student from the 160 Driving Academy program, they will be dropped from the program and will forfeit \$1,850.00 for any hours of classroom and yard training I completed plus any fees paid on my behalf by 160 Driving Academy to the medical provider or licensing office.

**6. Refund & Withdraw:** 160 Driving Academy Refund Policy is only issued to the enrolled student and will be credited as follows:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. Cancellation up to the seventh day of instruction results in a refund of all monies paid, except for the non-refundable registration fee of \$150.00.
3. Cancellation after attendance has begun, through 60% completion of the program, will result in a pro-rata refund computed on the number of hours completed to the total program hours.
4. Cancellation after completing more than 60% of the program will result in no refund.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. All withdrawal notices can be provided in writing to the local branch manager or sent to:
4. All withdraw notices must be provided in writing to the local Branch Manager or sent to:

**160 Driving Academy – Stockton  
445 Weber Road  
Stockton, California 95208  
(209) 409-3174**

Attn: Sarah Parsons, Branch Manager

Withdraw notifications must include name, address and signature of student acknowledging the desire to withdraw from the program. If your tuition is underwritten by a government entity or commercial enterprise and it is “no cost” to you, you may not be eligible for any money refunded directly to you.

7. **Transcript Request:** Your records will be saved as a hard copy for five years after leaving or graduating from the program. Your student transcripts will be maintained permanently. Should you or a future employer require a transcript – please call 1-855-buzz160 for a copy of your transcript or write to:  
Transcript Request  
160 Driving Academy  
500 Davis Street STE 502  
Evanston, IL 60201
8. **TPR Submission**
  - a. According to Federal Law, all students who obtain a CDL permit on or after February 7, 2022, must be entered into the FMCSA Training Provider Registry for theory, range, and road by their training provider, 160 Driving Academy, or otherwise.
  - b. Any student that attends 160 Driving Academy for theory must attend all 40 hours of classroom instruction and pass every mandatory quiz with an 80% or above grade percentage.
  - c. All students that require 160 Driving Academy for range and road must attend their training schedule to complete all hours as required by their respective state of licensure and must be evaluated as “proficient” in all three areas by 160 Driving Academy instructors BEFORE 160 Driving Academy can schedule the student for their CDL skills test.
  - d. 160 Driving Academy reserves the right to cancel TPR Submission for non-compliant students, students who fail to comply with 160 Driving Academy’s financial requirements, and/or students that don’t complete the 160 Driving Academy program for any reason.
9. **Attendance Policy:** The 160 Driving Academy requires 160 hours of training to attain a CDL, so regular class attendance is a necessity. 160 will make every effort to provide remedial training for students who have missed class for valid reasons, however if attendance issues persist for more than five days, the student will be dropped. Any student that required make-up time or additional training time due missing classes or failing will be placed in the next class – assuming available space and instructor availability. If a student in the Truck Driver Training program goes over 175 hours of training, they must purchase an additional 16 hours of training at \$1200.
10. **Leave of Absence:** A leave of absence will be granted to any student if proper notice is given to 160 staff and return when ready to complete training. A leave of absence can only be granted for a total of six months. Only one Leave of Absence will be allowed during training.
11. **Satisfactory Progress Policy:** All students must maintain satisfactory progress to remain eligible for funding assistance. 160 Driving Academy defines satisfactory progress in terms of Attendance (not missing more than 2 consecutive days of class) and maintaining continuous Academic Progress. Failure to maintain Attendance or Academy progress may result in dismissal from the program.

- 12. Academic Progress:** All students must maintain satisfactory progress and an 80% grade average to remain enrolled in the classroom portion of the program. 160 Driving Academy defines satisfactory progress in terms of Academic Progress. Students are assessed on a daily basis and must make good progress on all quizzes. In the pre-trip, yard, and road skills, students are graded on a pass/fail system. Students must pass pre-trip, yard skills, and driving metrics in order to be considered as safe driver.
- 13. Progress Reports:** Progress reports are reviewed weekly by the Branch Manager. Progress reports are maintained in the branch office of the school and are available to students upon request.
- 14. Graduation Requirements:** Students must maintain an average of 80% or above on all classroom quizzes and practice tests, pass all behind the wheel skills, and all state examinations in order to receive a Certificate of Completion. A course Certificate of Completion will be granted upon successful completion of all training and successful passing of the CDL exam. If a student does not pass the CDL exam, they will not graduate and will receive a TPR Submission Completion certificate only.
- 15. Standards of Conduct Policy:** Students are expected to respect both other students and instructors. A student will be asked to leave the class if there is verbal or physical abuse to any student or employee of 160 Driving Academy. Additional grounds for student dismissal include operating a 160 vehicle while under the influence of alcohol or drugs, bringing any weapons onto the premises, or engaging in any activity which could harm fellow students or 160 employees. In addition, a student may be asked to withdraw from the class if it is determined that he/she cannot safely operate a truck. Students dismissed for violating the Standards of Conduct Policy will not be considered for reinstatement. A cumulative grade average of at least 80% is required for the student to receive the program certificate. Students will receive written notification of their progress at the end of each subject class. A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. The school will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.
- 16. Policy for Transferability of or Granting Previous Credits/Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:** *No previous credit for attending an alternative CDL school will be provided nor will credit for previous experiential learning be awarded. 160 Driving Academy has not entered into a transfer agreement with any other colleges or universities.*

The transferability of credits you earn at the 160 Driving Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the CDL graduation certificate you earn from the 160 Driving Academy 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 the 160 Driving Academy to determine if your certificate will transfer.

**17. Grading Policies:** The overall course classroom grade is an average of all quizzes. At the end of the course, the percentage score is added up, and anything below 80% grade average is a failing grade. Students must pass all required skills in the pre-trip, road, and yard portion of the training.

**18. Library and Additional Learning Materials:** The 160 Driving Academy maintains a library of materials to assist students. These materials include internet related tools such as:

- JJ Keller on-line study materials
- FMCSA rules and regulations
- California Department of Motor Vehicles rules and regulations

We also maintain State provided manuals from the California Department of Motor Vehicles for students to take home and study for their permit and pre-trip exams.

**19. Regulating Agency:** We adhere to all rules and regulations set forth by the Federal Department of Transportation and are authorized to operate by the California Bureau of Private Postsecondary Education (BPPE). The California Bureau of Private Postsecondary Education (BPPE) contact information is:

1747 N Market Boulevard, STE 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone and Fax Numbers:  
(888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

California statutes authorize the Bureau of Private Postsecondary Education to develop and administer, through the BPPE, rules and regulations for the oversight of proprietary schools in the state.

**20. Program: Truck Driver Training**

To prepare students to pass all examinations required to receive a Class A CDL. Students will be well versed in the General Knowledge, Combination Vehicles, and Air Brakes sections of the CDL manual. Additionally, students will be prepped to pass the Road Skills, Yard skills, and Pre-trip examinations in the yard.

COMPLETE LISTING OF COURSES- See Appendix 1 for further detail

<b>Course Number</b>	<b>Course Name</b>	<b>Course Time Hours Lec/Lab/Total</b>
CDL A 101	CDL A General Knowledge, Combination Vehicles, and Air Brakes	40/ 0 / 40
CDL A 102	Pre-Trip	5 / 25 / 30
CDL A 103	Yard Skills	0 / 45 / 45
CDL A 104	Road Skills	0 / 45 / 45
Total Course Time Hours		45/115/160

**LENGTH OF TIME IN WEEKS REQUIRED FOR COMPLETION OF THE COURSE**  
Students must complete a minimum of 160 hours of training to obtain their Class A CDL.

**TYPE OF CERTIFICATE, DIPLOMA, OR DEGREE AWARDED**  
Students receive 160's certificate of completion upon completion of training.

### **A SYNOPSIS OF EACH COURSE OFFERED**

**CDL A 101: CDL A General Knowledge, Combination Vehicles, and Air Brakes - 40 hours lecture, 0 hours lab**

In this classroom course, students will learn all the safety, best practices, and mechanical information needed to obtain a CDL A driver's permit. Upon completion of the classroom curriculum a student will have a broad understanding of how to be a safe CDL driver and maintain good standing with his company and state regulators.

Pre-requisite: None

**CDL A 102: Pre-trip – 5 hours lecture, 25 hours lab**

Students enter the yard and practice all steps required to complete a thorough Commercial Motor Vehicle inspection. Topics covered include inspection of steering, air brakes, fuel, electrical, heating, cooling, and structural systems

Pre-requisite: CDL A 101

**CDL A 103: Yard Skills –0 hours lecture, 45 hours lab**

In this course, students learn to safely shift, back, parallel park, and offset a Commercial Motor Vehicle.

Pre-requisite: CDL A 102

**CDL A 104: Road Skills – 0 hours lecture, 45 hours lab**

In this course, instructors guide students through the best safety practices and maneuvers. With real hands on road driving experience, students leave 160 Driving Academy with a complete understanding of driving a commercial motor vehicle.

Pre-requisite: CDL A 103

#### **Program: Hazmat Endorsement**

The Hazmat Endorsement Program will allow current CDL holders to gain the required education in order to get a Hazmat endorsement. Training will include knowledge of hazardous materials, the need for continued education, flammable gases, permits, federal regulations, driver

responsibilities, emergency responses, and administrative responsibilities. Training for this course will be 4 hours and done in a classroom setting.

**Program: Automatic Restriction**

This program will allow current CDL holders to learn to operate a manual transmission commercial vehicle to remove the automatic restriction from their current CDL. This will be a 40 hour course and be behind the wheel instruction only. Students will train with instructors for 1 week (40 hours). Students will have 1 year from CDL issue date to remove automatic restriction. Students will only be required to perform the air brake and road portion in a tractor for the skills exam after they complete the 40 hours of training.

**21. Student Evaluations:** Students will be evaluated throughout the program.

- a. **Permitting** – During permit instruction, students will be provided on-line and daily quizzes on subject matter and permitting requirements.
- b. **Range and Behind the Wheel** – Students will receive daily feedback and informal verbal quizzes during the range and behind the wheel training. In addition, grades will be provided on student capability at the end of each week.
- c. **Road Training** – Students will receive daily feedback and informal verbal quizzes during road training. In addition, grades will be provided on student capability at the end of each week.

**All students must maintain proficiency and complete the 160 Driving Academy curriculum in the above prior to be eligible for licensure by the State of California Department of Motor Vehicles. In order to get licensed in California, one must pass the classroom and yard portion of the CDL course. Students must pass the knowledge tests and skills test in no more than three attempts. Students must also pass a background check, drug and alcohol test, and a DOT physical.**

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

electronic format. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education,

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

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

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

**23. Student Placement:** The 160 Driving Academy maintains relationships with the largest trucking and shipping companies in the country. All students who qualify can contact these companies through the 160 Driving Academy Branch Manager and through the 160 Driving Academy URL for the employer.

**24. Student Complaints & Grievances:** Students who have complaints about the quality of training or administration of the 160 Driving Academy are encouraged to share their concerns with 160 Driving Academy school officials. Please contact:

Tom Sakos  
160 Driving Academy  
500 Davis Street STE 502  
Evanston, Illinois 60201

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)) or by writing to:

1747 N Market Boulevard, STE 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818

**23. Any other student services or requirements can be obtained through the 160 Driving Academy Branch Manager.** These include:

- Assistance with coursework
- Job placement
- Preparation for testing at the California Department of Motor Vehicles
- Leave of absence requests
- Copies of student records
- Any other student assistance that is required during training

**Acknowledgement of Receipt of Catalog**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Signature of Student: \_\_\_\_\_

Signature of 160 Driving Academy Representative \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.