



2024

Performance Trucking Academy, LLC

1505 Navy Drive, Stockton, CA 95206

TEL: 209-292-8512 Fax: 209-546-0176

Training above and beyond the norm!

Email: jayl@performancetruckingacademy.com
sally@performancetruckingacademy.com

Website: www.performancetruckingacademy.com

EST. 04/12/2019

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Performance Trucking Academy, LLC

2024 Catalog

Effective January 1, 2024 through December 31, 2024

All statements contained within this catalog are announcements of present policies and practices. They are subject to change at any time without prior notice. All changes will be published as an addendum to this catalog.

Instruction to be given at 1505 Navy Drive, Stockton, CA 95206.

Performance Trucking Academy, LLC updates this catalog annually.

All information contained within this Performance Trucking Academy, LLC catalog is certified to be current, correct and true by Jay Lofthus, Director.

Jay Lofthus, Director

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Location

Performance Trucking Academy, LLC is located at the following address:

1505 Navy Drive Stockton, CA 95206 Phone (209) 292-8512 Fax: (209) 546-0176

Email: jayl@performancetruckingacademy.com
sally@performancetruckingacademy.com

Website: www.performancetruckingacademy.com

Approval to Operate

Performance Trucking Academy, LLC is a private institution that is approved to operate by the Bureau for Private Postsecondary Education and is in compliance with state standards as set forth in the CEC and 5 CCR (CEC 94909(a)(2) and 94897(l)(1)(2)). As well as ELDT (FMCSA) effective 2/7/2022.

Financial Petitions

Performance Trucking Academy Disclosures/Disclaimers PTA Bankruptcy Statement Disclosure: {Ed Code §94909 (a) (12)}: Pursuant to the California Education Code Section 94909(a)(12), every institution is required to include in the school catalog a statement specifying its Bankruptcy status. This institution has no pending petition in bankruptcy, nor is it operating as a debtor in possession, or has filed a petition within the preceding 5 years. This institution has had no petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy as filed a per Code (11 U.S.C. Sec:1101 et seq.)

Students

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.

Mission and Purpose

Performance Trucking Academy, LLC is dedicated to training students far beyond what is required to become a commercial truck driver. We pride ourselves on teaching skills and etiquette that can only be demonstrated from years of experience from instructors who care. Professionalism is taken seriously at Performance Trucking Academy LLC; training above and beyond the norm! Our purpose is to educate students with the knowledge necessary to pass the California Commercial Driver License examination administered by the Department of Motor Vehicles. We also assist students with job placement assistance.

Facilities

Performance Trucking Academy, LLC operates one training facility at 1505 Navy Drive Stockton, CA. 95206. The school is located on approximately 7 acres. Our building was constructed in 2014 with 75,000 square feet divided into 2 stories; front office/reception area is located on the first floor with additional offices upstairs along with the classroom, instructor's room, break-room and restroom. The shop/maintenance facility, more restrooms, additional instructor's office, executive offices, wash rack and additional storage areas are located on the first floor. Ample parking is available on site.

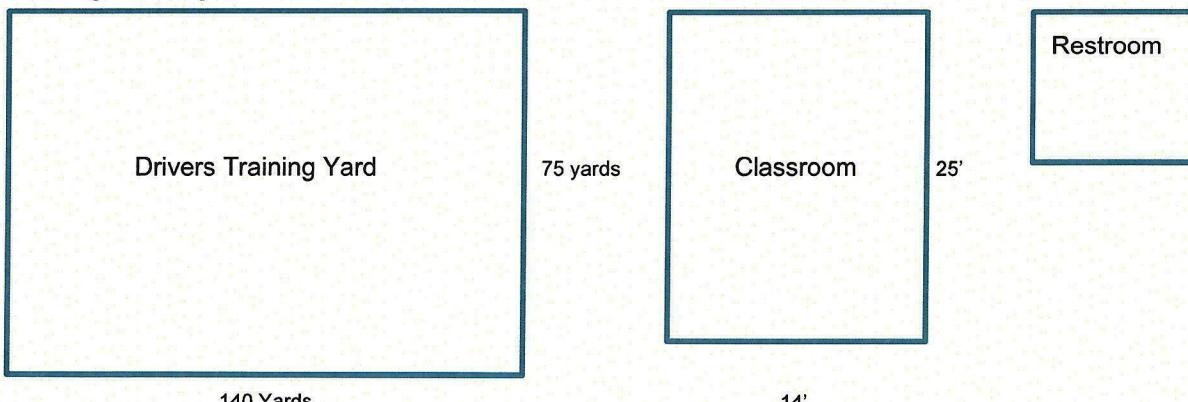
Equipment

Performance Trucking Academy, LLC operates full size semi-tractor trailer rigs with sleeper berths for a realistic training experience. Performance Trucking Academy, LLC maintains all of its equipment on site and in accordance with industry standards. Current equipment consists of (4) 2009 Peterbilt 384 with a 10 speed, (4) 28' single axle dry van, (1) 48' two axle dry van trailer and (2) 43' two axle tank trailers.

Libraries and other Learning Resources (LRC)

Performance Trucking Academy, LLC provides learning resources in the form of training manuals, training videos, DMV California Commercial Driver Handbook, current industry information and job placement assistance information. The resource center is located in the rear of our classroom. The classroom can accommodate up to 10 students and is approximately 350 sq. ft. Any students needing additional instruction, time to complete assignments or needing access to the LRC and all materials available in the LRC, students shall contact placement services and a time as well as access to materials will be coordinated through placement services. Students are welcome to continue to use the classroom during normal business hours (8am to 4pm), when classes are not in session.

Campus Map



Questions

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

1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

Website Address www.bppe.ca.gov

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

(916) 574-8900 or by fax (916) 263-1897

Complaints

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 using (916)574-8900 or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov

Transferring Credits

Notice concerning transferability of credits and credentials earned at our institution. The transferability of credits you earn at Performance Trucking Academy, LLC is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits you earn at Performance Trucking Academy, LLC is also at the complete discretion of the institution to which you may seek to transfer. If the credits you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Performance Trucking Academy, LLC to determine if your credits will transfer.

Acceptance of Credits

Performance Trucking Academy, LLC has not entered into an articulation or transfer agreement with any other college or university. Performance Trucking Academy, LLC does not accept transfer of credits from other institutions, credits through challenge exams, achievement tests or experiential learning.

Drug and Alcohol Testing

Trucking companies require pre-employment drug and alcohol testing per Federal Motor Carrier Safety Regulation Part 382. Performance Trucking Academy, LLC is also mandated to administer drug and alcohol testing of prospective and enrolled students per Federal Motor Carrier Safety Regulation Part 382. Refusal to submit to a drug and alcohol test will be considered as a positive result. Any positive test result for any reason will result in immediate dismissal of the student. A student may choose to complete (on his or her own accord) a Department of Transportation approved substance abuse professional program. Upon completion of an approved substance abuse program a student may be reconsidered for acceptance at the discretion of the school director.

English Language Instruction

All instruction occurs in the English Language. **Enrollment Requirement – Student's must pass CDL Permit Tests in English with the State of California Department of Motor Vehicles prior to starting class .** Performance Trucking Academy LLC does not provide English as a Second Language Instruction. English language proficiency required for licensure under Federal Regulation is that the driver can read and speak the English language sufficiently to converse with the general public, understand highway signs and signals, respond to official inquiries and make entries on reports and records.

Course Information-Commercial Driver Training Programs

Performance Trucking Academy, LLC utilizes the most current training techniques in the industry. Students will participate in a combination of classroom training and behind the wheel experience. Performance Trucking Academy, LLC hours of operation are 8 a.m. to 4 p.m. with a ½ hour lunch, 8 hours a day, 5 days per week. Training hours will include the use of differing equipment from dry van trailers and tanker trailers with conventional tractors. Driver training routes include skills in our yard and road types from urban highways and roads, city streets and freeways. Performance Trucking Academy, LLC has a maximum ratio of 5 students to 1 instructor during driver training and 10 students per instructor in the classroom.

4 Week Program Hours: 160 Hours

1 week in the classroom, up to 3 weeks driving/field skills as needed.

6 Week Program Hours: 240 Hours

1 week in the classroom, up to 5 weeks driving/field skills as needed.

Commercial Driver Training Program: 160 Hours

Classroom Training

- Orientation
- Hours of Service (ELD)
- Airbrakes
- CDL General Knowledge
- In-Cab Inspection
- Pre-Trip Inspection
- Combination Vehicles
- Tankers
- Doubles & Triples
- Hazardous Materials
- FMCSR Safety Regulations

Total Hours: 40

Total Classroom Hours:	40
Total Driving/Field Hours:	<u>120</u> (as needed)
Total Course Hours:	160

Field Training

- Vehicle Inspection
- In-Cab Inspection
- Brake Inspection
- Tire Chains
- Coupling/Uncoupling
- Mirrors
- Forward Stop
- Straight Line Backing
- Forward Offset Left
- Reverse Offset Right
- Right Turns / Left Turns
- Lane Position
- Double Clutching
- Up-Shifting
- Down-Shifting
- Braking
- Driving in Heavy Traffic
- Driving on a Grade
- Freeway On & Off Ramps
- Scanning for Hazards

Total Hours: 120

Commercial Driver Training Program: 240 Hours

2 Additional weeks of Field Training

Combined with 160 Hour Commercial Driver Training Program

This course would provide additional training for tankers and transportation of liquid and Food Grade Safety.

Specialized tanker training, up shifting, down shifting, braking and turning

Driving safely with liquid surge of product

Tanker pump operations

Tanker line pressures, valve operations, and tank ventilation

Actual Liquid deliveries to customers

Customer, and or Supplier relations and etiquette

Food Grade Safety

Explanation of all associated paperwork relating to liquid deliveries

Power Take Off (PTO) hydraulic operations

Total Classroom Hours: 40

Total Driving/Field Hours: 200 (as needed)

Total Course Hours: 240

Chapter Exams

Multiple choice exams will follow each chapter of instruction. Students are expected to score a minimum of 70% or higher to achieve a passing grade.

Faculty

School Director/Instructor- Jay Lofthus

Veteran-USAFAF

AA Degree- Liberal Arts

Class A Commercial Driver's License (27+ years)

Doubles, Triples and Tanker Endorsements

Instructor – Anner Villatoro

Class A (20+ years)

Commercial Driver's License

Tanker endorsement

Admission Requirements

- Must be employable in the commercial driving industry
- Provide proof of legal US residency
- Minimum of 18 years old, Must be 21 years old to drive across state lines
- Review the School Performance Fact Sheet
- Must be proficient in the ability to read, write and understand English. English as a second language is not provided.
- Obtain a 3-year DMV printout.

If the applicant has a DUI conviction it must be 5 years since conviction and/or have no more than 2 points on his/her record; **Admission to Performance Trucking Academy, LLC is at the sole discretion of the school director.**

- Disclose any felony convictions or alcohol related offences **must be discussed**
- Ability to pass a 5-panel drug screen in accordance with The Department of Transportation Regulation Part 382.
- Ability to pass The Department of Transportation Physical.
Commercial Learners Permit. (We require all three pretests to be taken and passed prior to start of class), we will pay the permit fee and DOT Medical is obtained on second day of class. Any questions please ask.
- School provides study materials, and classroom instruction prior to class start date if needed.
- Submit a current CA Driver's License – Social Security Card – Valid Passport or Birth Certificate - Proof of residence – (Utility Bill, Car Registration, and Bank Statement)
Current DMV printout

Tuition Cost and Fees:

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

4 Week Course

Course cost.....	\$6,610.00
Registration Fee (non-refundable) included in course cost	\$250.00
Textbook and supplies.....	\$1100.00
STRF (Student Tuition Recovery Fund) must be paid by student	\$0.00
Drug Test.....	\$170.00
Department of Transportation (DOT) Physical Examination.....	\$75.00
Total Cost.....	\$7955.00

Note: Three driving tests are included in permit fee with DMV, fee is included in the initial permit fee, and any additional re-test fees will be covered by school if needed.

***Students must pass Air Brakes, Combinations, and General Knowledge tests prior to the start of class – no exceptions. Endorsements are tests that are included in permit fee and will be taken while in class prior to Class A Drive test.**

Tuition Cost and Fees (Continued):

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

6 Week Course

Course cost.....	\$8,610.00
Registration Fee (non-refundable) included in course cost.....	\$250.00
Textbook and supplies.....	\$1100.00
STRF (Student Tuition Recovery Fund) must be paid by student.....	\$0.00
Drug Test.....	\$170.00
Department of Transportation (DOT) Physical Examination.....	\$75.00
Total Cost.....	\$9,955.00

Note: Three driving tests are included in permit fee with DMV, fee is included in the initial permit fee, and any additional re-test fees will be covered by school if needed.

***Students must pass Air Brakes, Combinations, and General Knowledge tests prior to the start of class – no exceptions. Endorsements are tests that are included in permit fee and will be taken while in class prior to Class A Drive test.**

Enrollment in a nonaccredited institution - Performance Trucking Academy, LLC is operating a nonaccredited institution, therefore, programs are not accredited by an accrediting agency recognized by the United States Department of Education. Students are not eligible for federal financial aid programs.

Transferring Credits

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Acceptance of Credits

Performance Trucking Academy, LLC has not entered into an articulation or transfer agreement with any other college or university. Performance Trucking Academy, LLC does not accept transfer of credits from other institutions, credits through challenge exams, achievement tests or experiential learning.

Student Tuition Recovery Fund (Must be paid by student)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov or by calling (916) 574-8900 or (888) 370-7589, fax number (916) 263-1897.

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.

Student Tuition Recovery Fund (Continued)

- 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 has 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 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 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 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, 94924 and 94925, Education Code.

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589, option #5, or by visiting osar.bppe.ca.gov.”

Student’s Right to Cancel

1. You have the right to cancel your agreement for a program of instruction and obtain a refund of charges, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1505 Navy Dr. Stockton, CA 95206. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Refund Policy - Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period described in the STUDENT'S RIGHT TO CANCEL and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Refund Policy - Withdrawal from the Program (Continued)

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Written notice is required for cancellation or withdrawal and can be hand delivered to the school or by mail. If delivered by mail, the post marked date will be considered the effective date of the notice of cancellation or withdrawal.

Federal or State Financial Aid Programs and Contact Information

PAYMENT POLICY Performance Trucking Academy, LLC does participate in Federal or State Student Aid program such the WIOA (Workforce Innovation Opportunity Act), and eligible persons, as well as Department of Rehabilitation (Workers Compensation).

Performance Trucking Academy, LLC is recognized as a Training Provider for the State of California and appears on the Eligible Training Provider List. (ETPL). We are authorized to provide training services to students on behalf of authorized Workforce Investment agencies and public entities. We do not provide loans, grants or make promises of qualification of loans or grants to any potential student. Performance Trucking Academy, LLC accepts payment for tuition, and books and other fees through cash payment, or personal or third party checks. If you are seeking a loan to pay for your education, you may want to consider an outside lending source.

Performance Trucking Academy, LLC is an unaccredited institution approved to operate by The Bureau of Private Postsecondary Education (BPPE) that approved to operate means compliance with state standards as set forth in this chapter. Therefore, we are not approved for any Federal Financial Aid. Listed below are funding programs that are available:

San Joaquin County WorkNet Centers –

Stockton Location	6221 West Lane Ste 105, Stockton, CA 95210	(209) 468-3500
Lodi Location	631 E. Oak Street, Lodi CA 95240	(209) 331-2081
Tracy Location	53 W. Grant Line Road, Tracy, CA 95376	(209) 831-5002
Manteca Location	302 Northgate Drive, Manteca, CA 95336	(209) 825-1300

Administrative & Financial Services & Policies

Performance Trucking Academy Financial Services Processes/Policy: Financial services are provided. Initial financial information is provided during the admissions processes as well as through the enrollment processes. Please see your campus personnel for information and direction regarding tuition, tuition payments, available loan options and timelines for payment. Once a student has been enrolled, the Administrator at the campus has primary responsibility for maintaining student financial records.

Performance Trucking Academy Funding Policies {Ed Code §94909 (a) (10)} (Revised 02/2019) Performance Trucking Academy is not approved by the U.S. Department of Education to participate in Federal Financial Aid Title IV programs (i.e., Federal Student Loans or Grants), nor is it approved by the California Student Aid Commission to participate in the Cal Grant programs (Ed Code §94899.5(a)). Institutions that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, may require payment of all tuition and fees on the first day of instruction with limitations that shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs. Institutions may not provide private institutional loan funding to a student where indebtedness exceeds the total charges for the current period of attendance. At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement (Ed Code §94918), compliance with making consumer loans to students (as applicable), Performance Trucking Academy complies with the requirements of the Federal Truth and Lending Act pursuant to Title 15 of the United States Code.

(Note, due to a variety of circumstances, the above processes may not always occur precisely as listed above; however, all the above processes must occur prior to and during the actual/formal enrollment process.)

Student Loans

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 money's not paid from federal student financial aid program funds. CEC 94909(a) (11)

Student Grading and Progress Policy

Schools grading system is as follows:

<u>Letter Grade</u>	<u>Percent</u>	<u>Grade Point</u>
A = Excellent	90-100	4.0
B = Above Average	80-89	3.0
C = Average	70-79	2.0
D = Unsatisfactory	60-69	1.0
F = Fail	Below 60	0.0

Students are graded as they complete weekly assignments that include tests/quizzes/exams and evaluation of skill set. Students are advised daily of their progress and of any deficiency in performance as well. In case of a deficiency, an instructor will provide more focused training or develop a plan with the student to overcome a deficiency and document progress.

(4 Week – 160 hours)

Program Start Dates – (2024)

November 27 - December 22

January 29 – February 23

March 11 – April 5

April 22 – May 17

June 10 – July 5

July 22 – August 16

October 14 – November 8

November 25 – December 20

Class Schedule

Monday – Friday

8:00 am -12:00 pm

LUNCH

12:30 pm – 4:00 pm

(6 Week – 240 hours)

Program Start Dates – (2024)

November 27 – December 22

January 29 – March 8

March 11 – April 19

April 22 – May 31

June 10 – July 5

July 22 – August 30

October 14 – November 22

November 25 – January 3

School Holidays

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day*

Christmas Day*

* Thanksgiving Day and Friday following

* Winter Holidays will be announced (Christmas and New Year's)

Additional holiday or school closures may be declared at the discretion of the School Director.

Attendance Policy

Performance Trucking Academy, LLC beliefs in perfect attendance are warranted due to such a short training period, even one absence can be detrimental to the completion of our program. When a student falls behind, extensive make up work can interfere with the normal training schedule and cause the student to be unable to complete the course. We strongly advise that students anticipate any problems that could arise with transportation, childcare, etc. and plan accordingly to avoid any absences. 1 absence could result in the termination of your training. 2 absences will result with the termination of your training and dismissal.

- **An absence** will be considered excused due to a death or birth in the student's immediate family, or illness, or military service and must be in writing. Other circumstances will be considered and then determined by the school director if excused or unexcused and must be in writing.
- **Tardiness** will be detrimental to a student's learning progress and is disruptive to other students. 5 minutes late is considered tardy, and the student will receive a warning, 3 warnings are considered as an absence which could result in termination.
- **Leave of absence** are ONLY granted due to a medical/family emergency under the discretion of the Director due to the short nature of our training program.
- **Make up work** will be scheduled by the school director or instructor and will most likely be on the weekend due to instructor and equipment availability.
- **Student conduct and dress code.** Students are expected to conduct themselves in a professional manner just as they would at a place of employment. A student will be immediately dismissed from school for creating any safety hazards for any other students, staff or administrators. Disrespectful Behavior/Violent Behavior or any behavior that disrupts the learning and instructional process as well as any aggressive behavior to any persons at the school will result in immediate dismissal. Drug or alcohol use or being under the influence of drugs or alcohol on campus will result in immediate dismissal. Dress is casual and expected to meet industry standards. Boots, jeans and T-shirts are the norm. Personal hygiene is common sense and expected. Sleeveless shirts, torn or ripped clothing and shorts of any type are unacceptable and considered a safety hazard.

Probation and Dismissal Policies

Students who fail to meet student conduct or attendance requirements or do not maintain a passing grade of 70% or higher will be dismissed. Probation terms will be considered on a case-by-case basis by the school director.

Students Rights and Student Grievances

- **Right to Inspect Records** may be requested by a student at any time to review their academic or financial records with the school director. In the event of a school closure, student records will be maintained by an appointed Custodian of Records as required under the California Education Code. (CEC).
- **Grievances** can be filed with the school director orally or in writing during normal business hours, Monday through Friday 8:00am to 4:00pm. The school director will investigate the complaint by interviewing all involved people and any related documents. The school director will determine if the complaint is rejected, warrants a compromise and or resolves the matter in a reasonable manner. Students can also contact The Bureau for Private Postsecondary Education at their discretion to resolve or file a complaint.
- **Transcript Copies** may be obtained for students that have satisfied their financial obligations with the school in writing or in person at a cost of \$10.00 per copy.

Student Services

Performance Trucking Academy, LLC will provide academic and placement assistance within our capabilities. We will try to assist our students in any way possible. Information regarding public transportation, local hotels and restaurants will be provided to the best of our knowledge. **The school does not have dormitory facilities and has no responsibility to assist students in finding housing.** Students are responsible for their own housing. A Motel 6 is located approximately ½ mile from the school at 817 Navy Drive, a 5 minute walk. Rooms start at \$108.00 per night, or weekly rates can be negotiated with motel management. (209) 946-0923. Houses can rent from \$2,250 to \$3,400 per month in the 95206 postal zip code, also within a 5 minute walk. An ambitious student may find lower rents with more effort.

Performance Trucking Academy, LLC provides students with job placement assistance. We work closely with and have established relationships with local and interstate transportation companies. We invite the large carriers to our school classroom as guest speakers to inform our students about their companies, how they operate and job opportunities. We also assist students with filling out employment applications, job-seeking skills, resume' creation advise, professional etiquette and job interview advice.

Retention of Student Record

An official academic record is maintained permanently as required for each student either physically or electronically at Performance Trucking Academy located at 1505 Navy Drive, Stockton, CA. Current student files are only available at campus location during attendance. No records are maintained/archived at campus locations after a student has either completed her/his program or has left her/his program, other than a digital or electronic copy. The Student record contains information such as:

1. Student Name & Contact
2. Title of Training Program
3. Admissions & Enrollment Documents
4. Evaluation of Transfer Request (if applicable)
5. Financial Documentation
6. Attendance Records
7. Assessments/Grades
8. Training Program Completion Date
9. Transcript/Diploma
10. Training Program Date of Withdrawal/Termination Documentation
11. Student Advisement
12. Placement Documentation

Financial records are maintained for each student at Performance Trucking Academy located at 1505 Navy Drive, Stockton, CA. The Financial Records provide a complete record of tuition charges, payments, refunds, financial transactions and dates of financial activity. These records are maintained indefinitely following the date of the student's graduation, withdrawal or termination. Student records are confidential records. At any time, students may review their academic or financial records with the Director or Associate Director or an appropriate designee. In the event of a School closure, the appointed Custodian of Records as required by the California Education Code would maintain student records.

Performance Trucking Academy does admit students from other countries as long as they have appropriate documents required by California Department of Motor Vehicles. We do not provide Visa Services, nor do we vouch for student status, and any associated charges.

Reporting Gainful Employment of Students

Performance Trucking Academy, LLC is required to report gainful employment of its students for a period of 6 months after the completion of our program to The Bureau for Private Postsecondary Education (BPPE). The job classification of the United States Department of Labor Standard Occupational Classification Codes (SOC Code) for Professional Truck Driver is 53-3032.

Website: www.performancetruckingacademy.com

As of 4/1/2022 the BPPE requires STRF to be collected for each program.
STRF is calculated \$0.00 per every \$1,000 in total cost rounded to nearest \$1,000.
Each program includes a non-refundable registration fee of \$250.00
Books/Supplies costs may vary.
Fees, start date and end dates subject to change without notice.