



2020

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

REV. 2/5/2020



Performance Trucking Academy, LLC

2020 Catalog

Effective January 1, 2020 through December 31, 2020

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)).

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 addition 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.

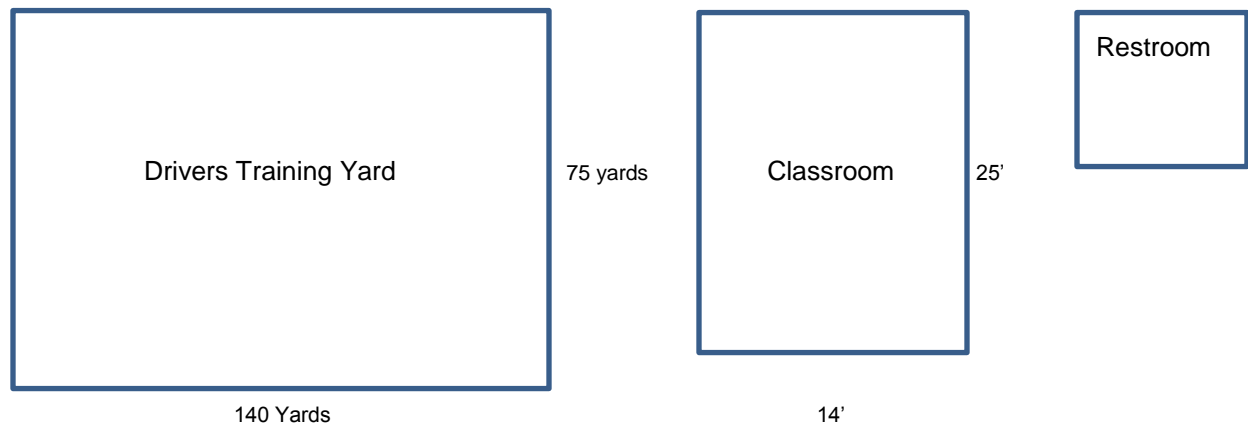
Equipment

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 a 2009 Peterbilt 384 with a 10 speed, a 28' single axle dry van, a 48' two axle dry van trailer and two 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

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95798-0818

Website Address www.bppe.ca.gov

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

(916) 431-6959 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 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.

Bilingual Instruction

Performance Trucking Academy, LLC does not offer instruction in languages other than English. The Department of Transportation and The Department of Motor Vehicles require that all commercial drivers read and speak English in order to obtain a Commercial Driver's License (CDL).

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 4 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.

2 Week Refresher Program Hours: 80 hours

40 hours in classroom, up to 40 hours or less in 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: 120 (as needed)

Total Course Hours: 160

Field Training

Vehicle Inspection

In-Cab Inspection

Brake Adjustment

Tire Chains

Coupling/Uncoupling

Mirrors

Straight Line Backing

Blind side Parallel Parking

90 Degree Off Set Alley Dock

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

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-USAF

AA Degree- Liberal Arts

Class A Commercial Driver's License

Doubles, Triples and Tanker Endorsements

Refresher Commercial Driver Training Program: 80 Hours

A Driver taking our refresher course must have a Class A Commercial Driver's License but has not driven for a period of time. This course will sharpen a Driver's skills for the written and driving test to become re-employed as a Commercial Truck Driver.

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

Field Training

Vehicle Inspection
 In-Cab Inspection
 Brake Adjustment
 Tire Chains
 Coupling/Uncoupling
 Mirrors
 Straight Line Backing
 Blind side Parallel Parking
 90 Degree Off Set Alley Dock
 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 Classroom Hours: 40
 Total Driving/Field Hours: 40 (as needed)
 Total Course Hours: 80

Total Hours: 40

Admission Requirements

- Read, write and comprehend English. English as a second language is not provided.
- Obtain a 10-year DMV printout.
If the applicant has any DUI convictions or more than 3 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.
- Ability to pass a 5-panel drug screen in accordance The Department of Transportation Regulation Part 382.
- Ability to pass The Department of Transportation Physical.
- Performance Trucking Academy, LLC requires a High School Diploma, GED or equivalent, or test results for the following Ability to Benefit Exams (as determined and approved by the agency administering test). The following scores must be achieved:
- Work Keys/Career Scope/Casas Test- Applied Math - 3, Workplace Documents – 3, and Graphic Literacy – 3
- Passing Scores: Wonderlic Ability to Benefit – Verbal – 200 Quantitative – 210 (Students are responsible for any testing fees)
- **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)**
- Obtain a Commercial Learners Permit. (Can be obtained before or after classes begin)

Enrollment in an unaccredited institution

Performance Trucking Academy, LLC is operating as an unaccredited institution, therefore students are not eligible for federal financial aid programs.

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.....	\$4,995.00
Registration Fee (non-refundable)	\$250.00
Textbook and supplies.....	\$1035.00
10-year DMV printout (non-refundable)	\$10.00
Commercial Learners Permit (non-refundable)	\$82.00
Drug Test.....	\$170.00
Department of Transportation (DOT) Physical Examination.....	\$75.00
Total Cost.....	\$6617.00

Note: One drive test fee is included in the initial permit fee, any additional re- test fees are the responsibility of the student. Class A learners permit fee and DMV 10 year print out fee can be paid by the student prior to admission and signing of the enrollment agreement. This cost will be deducted from total cost when signing of the enrollment agreement.

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.....	\$6,995.00
Registration Fee (non-refundable)	\$250.00
Textbook and supplies.....	\$1035.00
10-year DMV printout (non-refundable)	\$10.00
Commercial Learners Permit (non-refundable)	\$82.00
Drug Test.....	\$170.00
Department of Transportation (DOT) Physical Examination.....	\$75.00
Total Cost.....	\$8617.00

Note: One drive test fee is included in the initial permit fee, any additional re-test fees are the responsibility of the student. Class A learners permit fee and DMV 10 year print out fee can be paid by the student prior to admission and signing of the enrollment agreement. This cost will be deducted from total cost when signing of the enrollment agreement.

2 Week Refresher Course

Course cost.....	\$2,495.00
Registration Fee (non-refundable)	\$250.00
Textbook and supplies.....	\$195.00
10-year DMV printout (non-refundable)	\$10.00
Drug Test.....	\$170.00
Department of Transportation (DOT) Physical Examination.....	\$75.00
Total Cost.....	\$3195.00

Note: One drive test fee is included in the initial permit fee, any additional re- test fees are the responsibility of the student. DMV 10 year print out fee can be paid by the student prior to admission and signing of the enrollment agreement. This cost will be deducted from total cost when signing of the enrollment agreement.

Drive test at DMV – You are allowed a total of 3 attempts to pass the vehicle inspection test, basic control skills test, and road test.

(Additional Costs)

After you have satisfied the requirements for a Commercial Driver’s License, you will need to pass additional written tests to operate special types of commercial motor vehicles. Endorsements you may need in addition to your CDL. H = Hazmat; T = Doubles/Triples; N = Tanker.

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.

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.

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 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 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.

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction and obtain 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.

Student's Right to Cancel (Continued)

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 (PENDING)

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

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, VISA, MasterCard, 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), 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	56 S. Lincoln Road, Stockton, CA 95203	(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

Veterans Center – Department of Rehabilitation – Other programs-Mary Graham etc..

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 – (2020)

November 25 – December 23 -2019
January 6 – January 31
February 17 – March 13
March 30 – April 24
May 11 – June 5
June 22 – July 17
August 3 – August 28
September 14 – October 9
October 26 – November 20
December 7 – January 1

Class Schedule

Monday – Friday
8:00 am -12:00 pm
LUNCH
12:30 pm – 4:00 pm

(6 Week – 240 hours)

Program Start Dates – (2020)

November 25 – January 3 -2019
January 6 – February 14
February 17 – March 27
March 30 – May 8
May 11 – June 19
June 22 – July 31
August 3 – September 11
September 14 – October 23
October 26 – December 4
December 7 – January 15

Please call for dates regarding Refresher Course

School Holidays

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day*
Independence Day	Christmas Day*

* Thanksgiving Day and Friday following

* Winter Holidays will last from December 25 until January 2 (subject to change)

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

Attendance Policy

Performance Trucking Academy, LLC believes 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, child care, 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 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 thru 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 \$66.00 per night, or weekly rates can be negotiated with motel management. (209) 946-0923. Houses can rent from \$700 to \$1100 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 advise.

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.

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

Presently BPPE does not require STRF to be collected for each program.
STRF is calculated \$.50 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.