

**.US Truck Driver Training School, Inc.  
Catalog & Student Handbook**

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# CONTENTS

ADMISSIONS.....	6
MISSION STATEMENT .....	6
ADMISSION REQUIREMENTS .....	6
ADMISSIONS POLICY .....	7
TRANSFERS.....	8
VETERANS' BENEFITS .....	8
Admission Policy for Applicants with Felony Convictions.....	9
ORIENTATION.....	10
ADMINISTRATIVE/FACULTY INFORMATION: .....	10
FINANCIAL SERVICES .....	11
HOW TO APPLY FOR FINANCIAL AID.....	11
COST OF ATTENDANCE.....	12
EXPECTED FAMILY CONTRIBUTION.....	13
FINANCIAL AID ELIGIBILITY.....	13
TYPES OF FINANCIAL AID .....	13
GRANTS .....	13
LOANS .....	13
FEDERAL PELL GRANT UNDERGRADUATE.....	13
STATE GRANT .....	14
LOANS .....	14
SUBSIDIZED STAFFORD LOAN .....	15
UNSUBSIDIZED STAFFORD LOAN .....	15
FEDERAL DIRECT PLUS LOANS.....	16
FINANCIAL AID DISBURSMENT INFORMATION:.....	16
DISBURSMENT NOTIFICATION .....	16
AWARDING AND DISBURSING POLICIES .....	17
Financial aid .....	17
How funds are received .....	18
What happens to excess aid? .....	18
Outstanding balances .....	18
Disbursements and refunds.....	18
Payment Period disbursements.....	18
Student loan enrolment requirements.....	19

Your refund .....	19
The refund processes .....	19
POLICIES & PROCEDURES FOR VERIFICATION .....	19
COURSE FEES ENTRY- GENERAL CDL CERTIFICATION COURSE 80 (HOURS) .....	21
TRAINING TIMES GENERAL CDL CERTIFICATION COURSE 80 (HOURS).....	21
PROGRAM OVERVIEW ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS) .....	21
PROGRAM FEES ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS) .....	22
TRAINING TIMES ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS).....	22
PROGRAM OVERVIEW PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS).....	23
PROGRAM FEES PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS) .....	23
TRAINING TIMES PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS).....	24
PRIVATE FINANCING LOAN CANCELLATION .....	25
PAYMENT POLICY .....	26
WITHDRAWALS .....	26
VETERANS AND OTHER ELIGIBLE BENEFICIARIES REFUND POLICY.....	28
RETURN OF TITLE IV FINANCIAL AID FUNDS (R2T4).....	28
COURSE REPETITION POLICY.....	31
SATISFACTORY ACADEMIC PROGRESS POLICY:.....	31
EVALUATION PERIODS .....	32
QUALITATIVE MEASUREMENT-GRADE POINT AVERAGE (GPA).....	32
PACE ATTENDANCE AND ACADEMIC PROGRESS EVALUATIONS: .....	33
MAXIMUM TIME FRAME (MTF): .....	34
DETERMINATION OF PROGRESS STATUS:.....	34
ACCREDITATION AFFILIATION.....	35
ACADEMIC YEAR.....	35
COURSE INCOMPLETES .....	37
REMEDIAL COURSES.....	38
CHANGING PROGRAMS OF STUDY .....	38
ENROLLING IN A SECOND PROGRAM OF STUDY .....	38
MEDIA SERVICES .....	40
CAMPUS SAFETY POLICIES .....	40
ALCOHOL AND DRUG POLICY AND PREVENTION .....	42
<i>Standards of Conduct</i> .....	45
<i>Health Risks</i> .....	45

<i>Legal Sanctions</i> .....	45
<i>Federal Law</i> .....	45
<i>State Law</i> .....	45
<i>Local Laws</i> .....	45
<i>Institutional Sanctions</i> .....	46
DEFINITIONS OF CRIMES.....	46
REPORTING A FIRE .....	48
GENERAL PROCEDURES IN CASE OF A FIRE .....	48
FIRE DRILLS.....	48
POLICY RELATED TO FIRE SAFETY EQUIPMENT.....	49
EMERGENCY RESPONSE & EVACUATIONS.....	49
EMERGENCY EVACUATION .....	49
TIMELY WARNING .....	50
REPORTING A CRIME OR EMERGENCY.....	51
RESPONSE TO REPORTS .....	51
VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES.....	52
MAINTENANCE OF CAMPUS FACILITIES.....	52
SEXUAL ASSAULT DEFINITIONS .....	52
VIOLENCE AGAINST WOMEN ACT/SEXUAL ASSAULT PROCEDURES FOR REPORTING A COMPLAINT .....	54
HOW TO BE AN ACTIVE BYSTANDER.....	54
RISK REDUCTION .....	55
ANNUAL CRIME STATISTICS .....	56
CAREER PLACEMENT ASSISTANCE .....	58
CAREER PLACEMENT ADVISEMENT .....	58
STUDENT RIGHT-TO-KNOW GRADUATION RATE.....	59
STUDENT BODY DEMOGRAPHICS .....	60
CONSTITUTION DAY .....	60
VOTER REGISTRATION.....	61
VETERANS AND OTHER ELIGIBLE BENEFICIARIES REFUND POLICY.....	62
RETURN OF TITLE IV FINANCIAL AID FUNDS (R2T4).....	62
LEAVE OF ABSENCE POLICY.....	64
COURSE REPETITION POLICY.....	64
FINANCIAL AID SUSPENSION STATUS .....	65
PROBATION STATUS AND ACADEMIC PLAN: .....	66

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY: .....	66
TERMINATION PROCEDURES .....	67
CONFLICT RESOLUTION PROCEDURE.....	67
CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS.....	67
COPYRIGHT AND LICENSES .....	68
PRIVACY OF RECORDS .....	68
CONSUMER SAFETY INFORMATION.....	69
PHYSICAL AND INTELLECTUAL DISABILITY SERVICES .....	69
ACADEMIC DISHONESTY .....	69
US TRUCK DRIVER TRAINING SCHOOL STUDENT CODE OF CONDUCT AND POLICIES.....	70
SCHOOL RULES .....	70
US TRUCK DRIVER TRAINING SCHOOL STUDENT DRESS CODE POLICY .....	71
ELECTRONIC DEVICES.....	71
STUDENT GRIEVANCE POLICY .....	73
STATEMENT OF NON-DISCRIMINATION .....	74
RETENTION OF RECORDS .....	75
TRANSCRIPT AND CERTIFICATE REQUEST POLICY.....	75

# NEW STUDENTS

## ADMISSIONS

### WELCOME

Welcome to US Truck Driver Training School. We are honored to assist you in pursuing your career goals. We look forward to working with you toward successful completion of the program. The purpose of this handbook is to provide important information to assist you as a student.

### MISSION STATEMENT

*“Our staff of experienced, well-trained, licensed instructors maintains our excellence by providing the highest standard of education that includes classroom, field, and road instruction. Here at US Truck Driver Training School, we ensure that each student is equipped with the knowledge and the professional skills necessary to start a new career in the transportation industry, because we realize that your success is our success!”*

### ADMISSION REQUIREMENTS

To be eligible for enrollment at US Truck Driver Training School, Inc., applicants must meet the following requirements:

Applicant must have a valid Michigan driver's license, be eligible for a Class A CDL upgrade through the state of Michigan and be at least 18 years of age.

Applicants with any of the incidents listed below should be advised that finding employment in the transportation industry may be difficult. Obtaining a letter of pre-employment prior to enrollment is highly recommended before entry. Applicants with any of the incidents listed who do not obtain a letter of pre-employment prior to enrollment must meet with the school's Director of Admissions and sign an employment advisement letter.

- DWI or DUI within the past 5 years
- Felony within the past 7 years
- Careless or reckless driving within the past 3 years
- At fault accident in the past 1 year

*\*Students may purchase an optional driving background check for \$25 if they are unsure of their driving record*

**Students admitted into the program must also be able to pass a Department of Transportation physical and take a drug screen. Students must also be able to pass the Secretary of State Temporary Instruction Permit written test, which requires basic reading and writing of the English language. Students with a high school diploma or GED equivalent should not have**

**difficulty passing this written exam. Tests are administered by a third-party medical center (DOT physical) and Secretary of State (TIP). Your instructor will provide information on testing times and dates during the first 40 hours of scheduled class.**

### **VACINATION POLICY**

USTDTS does not require any specific vaccinations for enrollment purpose. USTDTS does encourage all students to receive proper vaccinations based on their healthcare professional recommendations.

### **ADMISSIONS POLICY**

To apply for admittance to USTDTS, applicants must complete an admissions application, and be interviewed and qualified by a school admissions representative. Applicants must provide copies of their drivers' licenses. The information provided in the application process is used to verify applicants' eligibility to receive funding and to ensure potential students are eligible for the Class A CDL upgrade. When it is determined that applicants are eligible for a license upgrade, they can then sign an enrollment agreement and pay their registration fee of \$25.00.

Trainees who are unable to visit US Truck Driver Training School before acceptance will be interviewed by telephone.

Enrollment - Prior to signing an enrollment agreement, you are encouraged to review the USTDTS Student Handbook.

The following items must be completed and/or reviewed at the time of enrollment, or before the applicants' start dates:

- USTDTS school application
- Enrollment agreement
- Signed acknowledgment of students' responsibilities form
- Attendance and absence acknowledgment form
- Picture release form
- Electronic transaction decision form
- Copy of current drivers' license
- Signed legal marijuana acknowledgement form
- Additional items may be required for students receiving federal student aid that are selected for verification and/or those utilizing private financing sources. The Financial Aid Office will advise when necessary of items needed to satisfy the verification process.
- All students receiving federal student aid must provide a copy of their high school diploma, homeschool diploma, or GED equivalent. This is a requirement set forth by the US Department of Education.

## TRANSFERS

Credits earned at US Truck Driver Training School may not transfer to another educational institution. Transfer credits or granting of advanced standing is at the discretion of the other institution. US Truck Driver Training School will furnish transcripts to another institution at the request of the student. The ability to transfer credits from US Truck Driver Training School to another educational institution may be limited.

Neither the Entry-Level Tractor Trailer Training Program 160 nor the Professional Tractor Trailer Training Program 602 accepts credits from another institution or grant students advanced standing in the program based on prior experience. The reason for this policy is to ensure quality training for the school's employment partnerships and to provide safety to the general public from unqualified trainees.

## VETERANS' BENEFITS

Veterans' benefits are available to eligible students upon acceptance to US Truck Driver Training School. Such students must complete the necessary paperwork in the Military Education Group. Prospective students should contact the Military Education Office as soon as possible. The Military Education Group will help students initiate and process the benefit paperwork. USTDTS is approved to train eligible veterans and their dependents under Chapters 33 and other types of veterans' benefits. If you are a veteran or dependent and would like more information regarding VA benefits, go to [www.gibill.va.gov](http://www.gibill.va.gov).

The US Department of Veterans Affairs can pay benefits directly to the students or to USTDTS. The chapter of benefits for which the student qualifies determines the payment method. The student is responsible for any balances owed to USTDTS from such payments.

Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to [fafsa.ed.gov](http://fafsa.ed.gov).

Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.) Students failing to remain in good academic standing will be placed on academic probation. Student veterans who are not removed from probationary status will not be recertified for VA educational benefits until they are removed from academic probation. The US Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of probation period.

The Veterans Benefit Administration determines enrollment status according to the dates of the classes and USTDTS is required to notify the US Department of Veterans Affairs when a student ceases to enroll at USTDTS.

Starting August 1<sup>st</sup>, 2019, students enrolling under the GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) can attend training for up to 90 days from the date the student provides a certificate of eligibility, or valid VAF 28-1905. This policy allows a student to attend



training until VA provides payment to the institution. The institution will not impose a penalty, or require students under VA benefits to borrow additional funds to cover tuition and fees due to late payments from VA.

## ADMISSION POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

Each student that applies for any of the programs at USTDTS must declare whether he/she has been charged with or convicted of a felony or felonies. Failure to provide such information will automatically disqualify a person from admittance or cause that person to be expelled immediately when the institution discovers the student's failure to disclose felony charges or convictions.

After reviewing the student's application, the institution will then determine whether to admit the applicants as student. The following include, but are not limited to, considerations made when reviewing any applicant's felony conviction(s) and related circumstances, especially connected to students' and employees' potential safety.

1. USTDTS considers all circumstances applicable to potential students, including any felony convictions.
2. USTDTS considers specific program requirements, accrediting body requirements, and licensing requirements when considering applications with felony convictions.
3. If a potential student has been convicted of a felony, USTDTS considers the specifics of the conviction. The specifics include the following:
  - The number of offenses/convictions;
  - The type of the original charge(s);
  - The crime(s) for which the potential student was convicted;
  - The length of time since the date(s) of conviction(s);
  - The length of time served;
  - If the potential student was incarcerated, the length of time from the release date; and,
  - Any other relevant information requested by the institution.
4. If the applicant is on parole, he/she may be asked to provide the name and contact information of his/her parole officer. The institution may obtain the conditions of parole and determine whether admittance is possible within the conditions of parole.
5. If necessary and/or requested by the institution, the applicant will provide any releases or waivers necessary to obtain information that the institution deems relevant.

Applicants with any of the incidents listed who do not obtain a letter of pre-employment prior to enrollment must meet with the school's Director of Admissions and sign an employment advisement letter.

- DWI or DUI within the past 5 years
- Felony within the past 7 years
- Careless or reckless driving within the past 3 years
- At fault accident in the past 1 year

## ORIENTATION

An orientation is conducted for all new students during the first week of class. The program is designed to briefly explain institution policies and procedures, to provide an opportunity for students to ask questions, and to allow the students to become familiar with campus facilities and resources. During orientation students will become familiar with the institution, academic requirements, student expectations, learning environments, and the many services and resources available to them. It is also an important time for forming relationships and connections with fellow students, program advisors, and other members of the USTDTS community.

## ADMINISTRATIVE/ FACULTY INFORMATION:

Students will be given and updated instructional and administrative staff roster. Students can also find all updated staff information on the school website.

*Hours:* The admissions and corporate offices are open from 8:00 am – 5:00 pm Monday – Friday. Admissions is also open between 8:00 am – 12:00 pm on Saturdays by appointment only.

## COVID- 19 POLICIES & PROCEDURES

As an essential operation, US Truck Driver Training School has resumed official training and testing operations as of May 11th, 2020. However, the structure of our training program and delivery methods have been adjusted to accommodate social distancing and promote a healthy training environment.

The institution has acquired a stockpile of masks, gloves, disinfectant, face shields, and sanitizer to protect the faculty, staff, and student body. Enrolled students are encouraged to bring their own Personal Protection Equipment (PPE), however, USTDTS will provide students with PPE upon request. All currently enrolled and future students must adhere to strict social distancing policies throughout the pandemic. Below is a list of strategies and policies that the institution has put in place. Any questions can be directed to leadership.

1. The institution has received temporary approval from its accrediting body, the Council on Occupational Education (COE), the State of Michigan, and the US Department of Education to offer distance education for all classroom training segments. The institution will be utilizing an online learning management system to deliver its classroom content to all currently enrolled and future students. Students will not need a computer to participate in distance learning. The institution will be using Schoology as its LMS platform.
2. Range/yard and road training will be conducted in a 3 on 1 setting, meaning no more than three students to an instructor per training session.
3. Anyone on campus must adhere to a strict rule of six feet of social distancing.
4. Students have the option to wear a mask while on the yard or road. We have purchased masks and gloves for student use if they cannot provide their own.
5. Anyone experiencing symptoms listed on the CDC's website or in previous institutional

correspondences must follow the 14-day self-quarantine protocol, unless otherwise cleared by a verifiable COVID-19 test.

6. Students must wear a mask during their state exams.

7. Students must check in at the reception to enter the yard or road.

8. Students must bring all their credentials every day (DOT physical card, commercial learner's permit, and a driver's license) or their training session will be canceled.

9. All students must come 15 minutes prior to their session to complete the steps above.

10. Anyone not adhering to social distancing and health policies listed above will be dismissed from campus. Please sign below acknowledging that you understand this protocol.

## OPERATIONS AND MAINTENANCE PLAN

The Operations and Maintenance plan for US Truck Driver Training School is executed by the Fleet & Maintenance Manager and the Vice-President. Together, they ensure that the campus has the resources to effectively operate on a daily basis. The plan is available to all students upon request.

# NEW AND CURRENT STUDENTS

## FINANCIAL SERVICES

The Financial Services staff is available to advise and assist students with obtaining funds to attend USTDTS. All students attending the 602 Clock Hour Program are advised to apply for financial aid. Advisors are available for individual assistance in areas such as grants, loans, employer reimbursement, veterans' benefits, and more. Students who believe their resources are inadequate to meet their expenses at USTDTS should contact the Financial Aid Office.

## HOW TO APPLY FOR FINANCIAL AID

All students who wish to apply for financial aid (grants and loans) should complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at [fafsa.gov](https://fafsa.gov). Students may contact the Office of Financial Aid for assistance with this application process.

Once received by USTDTS, the FAFSA results will be reviewed. Some students' applications will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed. Once all necessary documentation is received, the student will be sent a financial aid award package. If the award package includes a loan(s), the student will need to take action via paper award letter to accept, reject, or reduce the loan amount.

Financial aid funds (including student loans) will not be requested or applied to the student's account until after the student starts class. All new students who are first-time borrowers must attend classes at a minimum of half-time status for 30 days before receiving any loan proceeds. Students will be notified when their financial aid funds (including loans) are disbursed and (if applicable) when a refund of excess financial aid is available.

## COST OF ATTENDANCE

The cost of attendance includes tuition, fees, books, travel, and estimated living expenses while at the institution.

The estimated total cost of attending USTDTS may include the following:

- Estimated charges for one academic year of tuition and fees
  - Tuition charges: \$8995.00
  - Fees:
    - Registration fee: \$25.00
    - Learner's permit: up to \$60
    - DOT physical: \$80.00
    - Drug test: \$40.00
    - Road test Class A: \$100.00
    - Road test for passenger endorsement: \$100.00
  - Total fees charges: up to \$405
- Room and board – include an estimate of rent and utilities for the off-campus student:
  - Independent student: \$1285
  - Dependent student: \$150
- Estimated transportation and parking costs
  - Independent student: \$400
  - Dependent student: \$350
- Estimated costs for books and supplies: \$110
- Miscellaneous costs such as personal hygiene, laundry, and reasonable entertainment, and health insurance costs
  - Independent student: \$390
  - Dependent student: \$100

All information provided is based on COA Student Surveys from a previous academic year.

2020-21 estimated costs	Dependent student living with parent	Independent student
Books and supplies	\$110	\$110
Room and board	\$150	\$1285
Miscellaneous	\$110	\$390
Transportation	\$350	\$400
Estimated loan fee	\$46	\$46
Tuition and fees (ESTIMATED costs)	\$9400	\$9400
<b>Total ESTIMATED costs</b>	<b>\$10,166</b>	<b>\$11631</b>

### EXPECTED FAMILY CONTRIBUTION

Expected family contribution is determined from the income, assets, and other information the student and his/her family report on the FAFSA. The federal methodology formula is used to determine the amount the student and his/her family will be expected to pay.

### FINANCIAL AID ELIGIBILITY

Eligibility for need-based financial aid programs is determined by the following:

$COST\ OF\ ATTENDANCE - EXPECTED\ FAMILY\ CONTRIBUTION = FINANCIAL\ AID\ ELIGIBILITY$

This represents the maximum amount of financial aid the student is eligible to receive from federal, state, and institution programs.

### TYPES OF FINANCIAL AID

Once eligibility for financial assistance has been determined, students may be offered one or more types of aid in what is called a financial aid award package. The financial aid award package may include the following:

#### GRANTS

Grants may be awarded from the federal government, the state government, and/or private organizations. Grant awards are typically based on financial need. Grants do not need to be repaid.

#### LOANS

Loans are offered at low interest rates, which must be repaid after the student leaves institution or drops below half-time enrollment.

#### FEDERAL PELL GRANT UNDERGRADUATE

Pell Grant funds are available to undergraduate students who have not received their first bachelor's degree. The amount depends on the student's financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

The maximum Federal Pell Grant for the 2019–20 and 2020-2021 award years (July 1, 2019, through June 30, 2020 and July 1 2020 through June 30,2021) is \$6195.00.

Due to the length of our 602-clock hour program, USTDTS students do not qualify for full Pell Grant even if their EFC is 0. The Pell Grant will be prorated using the following formula:

$$6195/900*602= \$4143.76$$

The maximum Pell Grant for the 2019-2020 and 2020-2021 award years is \$4144.00

## STATE GRANT

State grants are available to adult students enrolling into the 160-hour program and to youth students enrolling into the 602-clock hour program. The qualification process is done at Michigan Works offices in the city that student resides in. The maximum grant for the 160-hour program is \$4995.00 and the maximum grant for 602-clock hours is \$6471.50 for students that qualify.

## LOANS

Federal direct loans are available to all students, regardless of financial need. Students must attend college at least half time to be eligible for any type of loan. Remember, these loans **must** be repaid. There are two types of federal direct loans available: Federal Direct Stafford Loans and Federal Direct PLUS Loans. Additional information about federal loan programs is available at [studentaid.gov](http://studentaid.gov).

Students are required to complete entrance loan counseling and a Master Promissory Note before the release of their first student loan. In addition, student loan borrowers are also required to complete exit loan counseling when they withdraw, drop below half-time enrollment status, or graduate. Loan counseling is designed to provide information about student loans (i.e., repayment, deferment, forbearance, disbursement, and debt management strategies). This counseling can be completed online at [studentloans.gov](http://studentloans.gov).

Regulations require schools to establish a Student Loan Code of Conduct Policy.

The USTDTS Student Loan Code of Conduct Policy is as follows:

USTDTS employees should receive no personal benefit. No employee of the institution shall accept anything of more than nominal value on his or her behalf or on behalf of another person or entity from any lending institution in exchange for being included on a lender list or in exchange for any special treatment. USTDTS employees should not serve on lender advisory boards for remuneration. No employee of the institution who makes financial aid decisions for the institution, who is employed in, who supervises, or otherwise has responsibility or authority over the institution's Financial Aid Office shall receive any remuneration for serving as a member or participant on a student loan advisory board of a lending institution or any reimbursement of expenses for such service. The institution should not provide any advantage to a lending institution. The institution shall not accept anything of value from any lending institution in exchange for any advantage or consideration provided to the lending institution related to its student loan activities. The institution should make appropriate use of any preferred lender list. If the institution decides to promulgate a list or lists of preferred or recommended lenders for

student loans, the selection of lending institutions for inclusion on the preferred lender list shall be based on the best interests of the institution's students and their parents without regard to the financial interests of the institution. Students and parents have the right to select any lender. If the institution suggests any lenders, it will be based solely on borrower incentives for on-time repayment, an established track record of efficient loan processing, timely delivery of funds, excellent customer service and who will remain in this program long term. Should the students and/or parents select a lender that does not have an electronic process, the institution will certify and process for a timely disbursement. *Note: As of July 1, 2010, the Federal Stafford Loan Program is the only lender available for all institutions and universities. However, for private student loans, there are many available lenders, and it is your choice which lender you select as long as they participate in certificate programs and or work with schools that only offer certificate programs.*

### FEDERAL DIRECT STAFFORD LOANS

Federal Direct Stafford Loans are available to student borrowers at low, fixed interest rates. There are two types of Federal Direct Stafford Loans:

#### SUBSIDIZED STAFFORD LOAN

Subsidized Stafford Loan eligibility is based on financial need. Subsidized loans are available only to undergraduate students. Under this loan program, the student is not required to make payments while he/she is in college at least half time and no interest will accumulate during this time. Direct Subsidized Loans are limited to a period not to exceed 150 percent of the length of the borrower's educational program.

#### UNSUBSIDIZED STAFFORD LOAN

Unsubsidized Stafford Loan eligibility is not based on financial need and is available to both undergraduate and graduate students. Under this loan program, the student is not required to make payments while he/she is in college; however, interest will accumulate if not paid by the borrower.

Students cannot receive federal direct loans that exceed the cost of education unless financial aid is received. Listed below are the maximum federal direct loan amounts students may borrow annually, based on grade level:

Grade Level	Dependent annual loan limit	Independent (and dependent with PLUS denial) annual loan limit
Grade Level 1	\$5500	\$9500

Due to the length of our 602-clock hour program USTDTs students do not qualify for full loan amounts. Below is the breakdown of what students could qualify for:

Dependent subsidized loan limit	Dependent unsubsidized loan limit	Independent (and dependent with PLUS denial) subsidized loan limit	Independent (and dependent with PLUS denial) unsubsidized loan limit
\$2341.00	\$1338.00	\$2341.00	\$4013.00

Formula used to calculate subsidized and unsubsidized loan limits:

Subsidized:  $\$3500/900*602=\$2341.00$

Unsubsidized dependent:  $\$2000/900*602=\$1338.00$

Unsubsidized independent and dependent with PLUS denial:  $\$6000/900*602= \$4013.00$

### FEDERAL DIRECT PLUS LOANS

Federal Direct PLUS Loans are available for parents of eligible dependent undergraduate students and for eligible graduate students at fixed interest rates. Under the Federal Direct PLUS Loan program, applicants are eligible to borrow up to the total cost of attendance minus any financial aid they will receive. Parents or graduate students may apply for the Federal Direct PLUS Loan at [studentloans.gov](http://studentloans.gov).

### FINANCIAL AID DISBURSMENT INFORMATION

Financial aid is disbursed in two payment periods.

Payment Period 1: Disbursed from 1 to 301 hours.

Payment Period 2: Disbursed from 302 to 602 hours.

Note: The institution does not use 10% excused absence when disbursing aid. Student must complete 302 hours in order for Payment Period 2 funds to be disbursed.

### DISBURSMENT NOTIFICATION

All Parent Direct PLUS borrowers and all students receiving FSA funds will receive a general notification of the amount of expected funds from each FSA program and how and when those funds will be disbursed.

The institution will also notify students when FSA loan funds are credited to a student's account before the disbursements are made.

If the funds include a Direct Loan, the notice will indicate which funds are from subsidized loans and which are from unsubsidized loans.

The institution will provide the best information that it has regarding the amount of FSA program funds that a student can expect to receive. Because the actual loan disbursements received by a



student may differ slightly from the amount expected by the school (due to loan fees and rounding differences) the institution will include the gross amount of the loan disbursement.

In the case of loan funds made as part of a post-withdrawal disbursement, when Direct Loan funds are being credited to a student's ledger account (with student's permission), the school will also notify the borrower in writing by paper of the:

- actual date and amount of the disbursement;
- the student's or parent's right to cancel all or a portion of a loan or loan disbursement, and have the loan proceeds returned to the department; and
- procedures and deadlines by which the student or parent must notify the school that he or she wishes to cancel the loan or loan disbursement.

## **FINANCIAL RIGHTS AND RESPONSABILITIES**

Students have the right to accept or refuse any part of their financial aid packages. If the student rejects any part of his/her financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one college while enrolled at two or more colleges at the same time. Classes taken outside of a student's declared program do not qualify for most forms of financial aid.

Students must attend 602-hour program full time to be considered for most financial aid. Withdrawal from the program or failure to attend may result in a loss or reduction of financial aid and a balance due to the Institution.

It is the student's responsibility to inform Financial Aid of any changes to information provided on the financial aid application. Students should contact the Office of Financial Aid to report these changes.

Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package. If a student's financial aid application is estimated or incomplete, the student will be responsible for any charges that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete. Information regarding a student and/or parent Title IV -HEA loan will be submitted to the National Student Loan Data System (NSLDS) and accessible by authorized agencies, lenders, and institutions.

## **AWARDING AND DISBURSING POLICIES**

### **Financial aid**

Aid is applied to your student account the day it is received from the Department of Education. Aid can only be applied after you have accepted your awards and completed all requirements. Financial aid for the academic year is applied in two payments — half in the first payment period and half in the second payment period.

Financial aid will not be disbursed until your class participation is confirmed by your instructor. If your participation is not confirmed, your aid may be reduced or cancelled.

### How funds are received

All financial aid offered through the Financial Aid Office is credited to your student tuition account to pay for tuition and fees.

### What happens to excess aid?

Financial aid is meant to assist with your costs. After tuition and fee charges are paid, any remaining aid will be refunded to you for other educational expenses. You may use these funds to assist with your living expenses while you are in school.

### Outstanding balances

Do not ignore your balance. If you owe money, be proactive.

- If your aid has not been applied to your student account, check with the Financial Aid Office to see if you have any outstanding requirements.
- You must accept loans if you want them and complete entrance loan counselling and promissory note requirements.
- If you need to set up a payment plan, contact the Director of Bursar Office Administrator at 586-838-1268 or via email at Tina@ustdts.edu

USTDTS offers instalment tuition payment plans for institutional debts.

### Disbursements and refunds

#### Payment Period disbursements

We will **begin** applying aid to student account balances for students attending the following class starts:

Class Start 08/17/2020 loan disbursements will start after September 17th for First Time Borrowers

Class Start 10/12/2020 loan disbursement will start after November 12<sup>th</sup> for First Time Borrowers

Class Start 12/07/2020 loan disbursements will start after January 7<sup>th</sup>, 2021 for First Time Borrowers

Class Start 02/01/2021 loan disbursements will start after March 1<sup>st</sup>, 2021 for First Time Borrowers

Class Start 03/29/2021 loan disbursements will start after April 29<sup>th</sup>, 2021 for First Time Borrowers

Class Start 5/24/2021 loan disbursements will start after June 24<sup>th</sup>, 2021 for First Time Borrowers

**You must be enrolled full time in order to receive a Federal Direct Loan disbursement.**

**Financial aid will not disburse until** your class participation is confirmed by your instructor. If your participation is not confirmed, your aid may be reduced or cancelled.

Students will begin receiving credit balance refunds immediately after their student account has a credit balance.

### Student loan enrollment requirements

Before we can apply a federal student loan to your account, we must confirm your eligibility. You must be registered full-time at the time we disburse your federal direct loan funds.

**Note:** If your participation in class is not verified by any of your instructors, you are not eligible for federal student loans.

### Your refund

Your financial aid will be applied to your balance to pay for your tuition and fees. When these charges are paid, the Business Office Administrator will refund any remaining credit balance to you.

This excess aid is for you to use for your housing, food, transportation, and other miscellaneous costs.

### The refund processes

The refund process begins immediately after financial aid has paid to your student account.

Refunds can be released via paper check mailed to the address on file with the school.

Please note: Refund checks are available for pickup. See the Business Office Administrator for details.

## POLICIES & PROCEDURES FOR VERIFICATION

US Truck Driver Training School, Inc. has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the US Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and if the IRS DRT is not used, then a Federal Tax Return Transcript (and an IRS Form 1040X if an amended tax return was filed) from the prior, prior year (e.g., 2015 calendar year for the 2017-2018 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, campus-based aid, or Subsidized Direct Loan funds will be disbursed prior to the completion of verification.

3. A Direct Stafford Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, campus-based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use the most recent Verification Guide supplied by ED as its reference.
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no further Federal financial aid will be disbursed to the student.
7. The financial aid file must be documented with the date that verification is completed.

## **FINANCIAL INFORMATION**

### **TUITION CHARGES**

The tuition charge is based on the program student wishes to attend. Tuition is subject to change before the beginning of any scheduled class start.

### **OVERVIEW GENERAL CDL CERTIFICATION COURSE 80 (HOURS)**

This course is meant for people who have substantive experience with truck driving and is a benefit to anyone looking to obtain their Class "A" CDL in a short period of time. Experience will be evaluated for appropriate placement into this course. There will be no classroom time. Students will be required to obtain their Temporary Instruction Permit (TIP) from the Secretary of State prior to class start. The school will provide students with all the information and study material needed to obtain the TIP.

**Class requirements: A Temporary Instructional Permit (TIP) must be obtained before you are able to go to the road. The DOT physical and drug screen must be completed by the end of the first week.**

Range training: Students will learn how to conduct a pre-trip safety inspection of the truck and trailer. They will also be taught all the basic maneuvers required by the state. These maneuvers include straight line backing, 90-degree ally docking, and offset backing.

On-the-road training: While on the road, students will drive a 10-speed tractor trailer truck. Students will learn to navigate city streets as well as the expressway. Students are taught how to utilize multiple mirrors to eliminate blind spots for proper positioning while changing lanes, as well how to make right- and left-hand turns. When you have completed our training program, you will have earned your professional skills the right way – the safe way.

### **COURSE FEES ENTRY- GENERAL CDL CERTIFICATION COURSE 80 (HOURS)**

#### **REQUIRED USTDTS CHARGES**

- Tuition: \$3195.00
- Registration fee: \$25.00
- Road test fee: \$100.00 (\$100.00 fee for all additional road tests taken)
- Drug test: \$40.00 \*paid to USTDTS

#### **REQUIRED MEDICAL CHARGES**

- DOT physical: \$80.00 \*paid to USTDTS (third-party DOT is acceptable)

#### **REQUIRED SECRETARY OF STATE CHARGES**

- Temporary Instruction Permit: \$60.00 (operator's license); \$25.00 (chauffeurs license) \*paid to the Secretary of State
- License conversion fee: \$18.00 \*paid to the Secretary of State

### **TRAINING TIMES GENERAL CDL CERTIFICATION COURSE 80 (HOURS)**

Class times are scheduled during the following hours depending on a variety of factors, including weather, time of year, holidays, and availability of resources.

Full-time students: 8:00 am – 4:30 pm (Mon-Fri); 2 weeks

Lunch: 12:00 pm – 1:00 pm

Part-time students: 8:00 am – 4:30 pm (Sat- Sun); 5 weekends

Lunch: 12:00 pm – 12:30 pm

### **PROGRAM OVERVIEW ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS)**

The objective of our Commercial Driver’s License Class A program is to provide the basic knowledge for regional and over-the-road (OTR) driving. The program is structured with sufficient driving time for development of practical skills necessary for the attainment of a CDL Class A license. The program consists of classroom, range, and on-the-road driving instruction.

Classroom training: In the classroom, we will cover all the material for obtaining a Temporary Instruction Permit (TIP). Students will also be taught how to fill out logbooks and learn map-reading techniques that will help them make timely deliveries. Department of Transportation

(DOT) rules and regulations will be thoroughly covered as well as the Commercial Motor Vehicle entry-level requirements under the Federal Motor Carrier Safety Code.

**Class requirement: A Temporary Instructional Permit (TIP) must be obtained before moving on to the range training portion of the program.**

Range training: Students will learn how to conduct a pre-trip safety inspection of the truck and trailer. They will also be taught all the basic maneuvers required by the state. These maneuvers include straight line backing, 90-degree ally docking, and offset backing.

On-the-road training: While on the road, students will drive a 10-speed tractor trailer truck. Students will learn to navigate city streets as well as the expressway. Students are taught how to utilize multiple mirrors to eliminate blind spots for proper positioning while changing lanes, as well as how to make right- and left-hand turns. When you have completed our training program, you will have earned your professional skills the right way – the safe way.

### **PROGRAM FEES ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS)**

#### REQUIRED USTDTS CHARGES

- Tuition: \$5995.00
- Registration fee: \$25.00
- Road test fee: \$100.00 (\$100.00 fee for all additional road tests taken)
- Drug test: \$40.00 \*paid to USTDTS

#### REQUIRED MEDICAL CHARGES

- DOT physical: \$80.00 \*paid to USTDTS (third-party DOT is acceptable)

#### REQUIRED SECRETARY OF STATE CHARGES

- Temporary Instruction Permit: \$60.00 (operator's license); \$25.00 (chauffeurs license) \*paid to the Secretary of State
- License conversion fee: \$18.00 \*paid to the Secretary of State

### **TRAINING TIMES ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS)**

Class times are scheduled during the following hours depending on a variety of factors, including weather, time of year, holidays, and availability of resources. Students will be given access to a class schedule by a member of the administrative team prior to the start of the first day of class. Class schedules can subject to change during enrollment in the event that unforeseen circumstances occur, and changes will be clearly communicated to students.

Full-time students: 8:00 am – 4:30 pm (Mon-Fri); 4 weeks

Lunch: 12:00 pm – 1:00 pm

Part-time students: 8:00 am – 4:30 pm (Sat- Sun) 10 weeks

Lunch: 12:00 pm – 12:30 pm

## **PROGRAM OVERVIEW PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS)**

This course is designed for those who have little to no experience. Students will learn extensive knowledge about the transportation industry. Being a truck driver is more than just a career change. It is a lifestyle change. Obtaining the necessary skills to manage that lifestyle change is an invaluable part of being a successful professional truck driver. Graduates of this program have gone into entry-level positions as heavy truck drivers, tractor trailer drivers, and owner operators.

Classroom: Areas of focus will include introduction to long haul truck driving, time management skills, safety regulations, extreme driving conditions, trip planning, CSA 2010, Federal Motor Carrier Safety Regulations (FMCSR) requirements, hazardous materials, properly securing cargo, special rigs, defensive driving, preventative maintenance, map reading and trip planning, speed management, hours of service, personal health and safety, environmental awareness, and fuel saving.

**Class Requirement: A Temporary Instructional Permit (TIP) must be obtained before week eight.**

Range training: Students will learn how to conduct a pre-trip safety inspection of the truck and trailer. They will also be taught all the basic maneuvers required by the state. These maneuvers include straight line backing, 90-degree ally docking, drop and hook, and offset backing.

On-the-road training: Basic control and shifting, seeing, communicating, controlling speed, managing space are key elements to driving on the road. Students will utilize 10-speed manual tractor trailer trucks. Students will learn to navigate city streets, as well as the expressway. Students are taught how to utilize multiple mirrors to eliminate blind spots for proper positioning while changing lanes, as well as making right- and left-hand turns. When you have completed our training program, you will have earned your professional skills the right way - the safe way.

## **PROGRAM FEES PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS)**

### REQUIRED USTDTS CHARGES

- Tuition: \$8995.00
- Registration fee: \$25.00
- Class A License road test fee: \$100.00 (\$100.00 fee for all additional road tests taken)
- Passenger endorsement road test fee: \$100.00 (\$100.00 fee for all additional road tests taken)
- Drug test: \$40.00 \*paid to USTDTS

### REQUIRED MEDICAL CHARGES

- DOT physical: \$80.00 \*paid to USTDTS (third-party DOT acceptable)

### REQUIRED SECRETARY OF STATE CHARGES

- Temporary Instruction Permit: \$60.00 (operator's license); \$25.00 (chauffeurs license)  
\*paid to the Secretary of State.

- License conversion fee: \$18.00 \*paid to the Secretary of State
- Required materials and supplies
  - Gloves: \$13.00
  - Air gauge: \$8.00
  - Flashlight: \$3.00
  - PT inspection tool: \$12.00 (UniqueTruck.com)
  - Laminated map: \$16.88 (Amazon Prime)
  - FMCSR manual: \$8.95 (Amazon Prime)
  - JJ Keller Manual: \$49.00

### **TRAINING TIMES PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS)**

Class times are scheduled during the following hours depending on a variety of factors, including weather, time of year, holidays, and availability of resources.

All 602 students attend from:

8:00 am – 3:30 pm (Mon-Thu) for 18 weeks

8:00 am -2:30 pm (Friday) for 18 weeks

Lunch: 11:30 am – 12:00 pm

## **PAYMENT OPTIONS**

### **TUITION PAYMENTS**

Tuition may be paid at registration, prior to the start of the scheduled class start, or through an approved payment plan. Absenteeism and withdrawals may not reduce a student’s financial obligation. (See the Class Withdrawal and Refund Policies section in this handbook.) Invoices will be generated throughout the program and mailed to the address on file.

Tuition payment can be made as follows:

- By cash
- By credit/debit card. No fee is associated with credit card payments
- By personal check or money order mailed to USTDTS or delivered to the Financial Aid Office and or the Business Office.

### **EMPLOYER TUITION REIMBURSEMENT PROGRAM**

The employer tuition reimbursement program is a tuition deferment program available to students whose employers pay tuition costs. Enrollment in this program allows students to defer payments until after the program ends.

To be eligible for the program, the student must complete the following:

- Sign an employer tuition reimbursement contract.



- Submit the reimbursement contract along with a letter on company letterhead, or a copy of the company policy stating the guidelines for tuition payments made by the employer.

Financial Services will hold the responsibility to submit the invoice and grades to the employer when necessary. Any portion of tuition not paid by the employer must be paid by the student by the deadline stated on the retail installment contract.

### **EMPLOYER TUITION ASSISTANCE PROGRAM**

Employers that provide tuition assistance issue a voucher, letter of credit, or tuition assistance form for tuition. The student must turn in this documentation to the Financial Aid Office upon receipt. Please verify that all information is correct, including start date and course name. The institution will invoice the student's employer using this document, and employers will send payment directly to the Institution. Any unpaid balance is the responsibility of the student. It is also the student's responsibility to obtain the voucher/form. The institution will not invoice the student's employer unless he or she has turned in the voucher/form unless the employer contacts the financial aid department directly to authorize attendance and tuition amount.

### **GI BILL PAYMENTS**

If the student will be using veteran assistance (VA) benefits through the GI Bill to pay for tuition, payment is due by the end of program. If the student has not received his or her VA payment by that date, the student is still responsible for paying this balance. A late fee may be applied after this date.

If the student believes he or she may have problems paying the balance if a VA payment is delayed, the student should contact the Financial Aid Office. The student may be eligible to apply for financial aid.

Questions regarding VA certifications should be directed to the VA point of contact in the Office of Financial Aid.

### **PAYMENT PLANS**

USTDTS provides payment plan options for students who are unable to pay their full charges prior to the start of their class. A \$35 fee will be charged to enroll in the payment plan, however, enrollment in the payment plan will prevent students from being charged the \$50 late fee. A late fee will be assessed if the terms of the payment plan are not met. Students can contact the Business Office to set up a payment plan.

### **PRIVATE FINANCING LOAN CANCELLATION**

Students utilizing some forms of private financing who do not complete the course will still be obligated to fulfill their obligation to the pro-rated tuition balance. In some cases, the lender will cancel the loan due to non-completion of the course. In the event of a loan cancellation, the student can make arrangements with the finance department to establish a reasonable payment plan.

## **PAYMENT POLICY**

Students receiving financial assistance from any agency or funding source are advised that it is their responsibility to ensure that all proper paperwork is filed so the school receives tuition in a timely fashion. All tuition and fees are the responsibility of the student, regardless of anticipated grants and/or student loans. All balances must be current to progress through the course, graduate, and/or receive a transcript or diploma.

*\*A \$15.00 late fee will be applied to student's account for late payments received 5 days past the scheduled due date.*

*\*\*A \$35.00 fee will be assessed for any returned check. \*\*Checks are accepted from registered students only.*

## **PAST DUE BALANCES**

Students with outstanding balances may not be allowed to re-enroll if previously dropped, to receive official transcripts of credit, letters of recommendation, employment placement assistance, or a certificate of completion until their student account is settled.

NOTE: Federal regulations prohibit the use of Title IV funds toward a past due balance greater than \$200.

Unpaid balances will be sent to an outside collection agency and will be reported to the credit bureau(s). USTDTS reserves the right to charge students for collection costs.

## **REFUNDS**

All USTDTS refunds to students are processed via paper check. Students will be notified when checks are available for pick up by the Business Office. Contact the Business Office for more information.

## **WITHDRAWALS**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Withdrawal is considered official when the student notifies the school of their desire to leave the program. This is typically done in writing by the student but is not a requirement of withdrawal. Unofficial withdrawal of a program happens when a student stops attending school without prior notice. Students are unofficially withdrawn from their program of study when no contact is made for 3 consecutive days in the 160-clock hour program and 14 consecutive days in the 602-clock hour program. A school official will attempt contact. If no contact is made between the student and the school official, then the unofficial withdrawal will be initiated. The student's last day of known activity at school will be factored into tuition owed or refunded.

USTDTS does not offer withdrawal passing vs. withdrawal failing grades.

## **FAILURE TO ATTEND TRAINING / READMISSION AND RE--ENRTY**

The procedure for switching and/or dismissal from USTDTS programs in relation to excessive absenteeism are as follows:

- On the third consecutive day that the student is has an unexcused absence, the Director of Educational Services is notified, and a call is placed to the student.
- On the fourth consecutive day that the student has an unexcused absence, the termination procedure will commence.
- A final phone call will be placed to the student and a drop slip will be inserted into the students file. *Students wishing to return to USTDTS after excessive unexcused absenteeism of three or more days may be required to write a letter the school stating the reasons why he or she was absent from the program and request for reinstatement.*

Reinstatement is subject to availability.

## **CLASS WITHDRAWL AND REFUND POLICIES**

### **TUITION REFUNDS**

The Class Withdrawal and Refund Policies are based on the official notice date and enrollment period. A refund is available after withdrawal from the program if the student is within the institution's guidelines.

### **CANCELLATION & REFUND POLICY**

1. If a request for withdrawal is made before a student participates in class instruction, the student shall be entitled to a refund of all monies paid, minus a registration fee of \$25.00, and any fees paid towards the DOT physical, drug test, or TIP permit, which can be credited back to the student should he or she decide to reapply later.
2. If a student withdraws during the first three days of class they will be entitled to a refund of all monies paid, minus a registration fee of \$25.00, and any fees paid towards the DOT physical, drug test, or TIP permit, which can be credited back to the student should he or she decide to reapply later.
3. If an enrolled student, who has started classes and having given prior notice of at least 24 hours, withdraws from a course of instruction before completion, all payments made by the student to the school shall be refunded less the school's fees and prorated tuition based upon the amount of elapsed clock hours the student has attended. This charge shall be determined by dividing the total tuition for such course of instruction or series of lessons by the number of lessons or clock hours therein. Withdrawal from a program is considered official on the date the student notifies the admissions office. Tuition will continue to accrue until notification is received in writing.
4. A student who completes 60 percent or more of required course training will not be entitled to a tuition refund. For veterans enrolled in a USTDTS program utilizing VA Education benefits, please refer to the veteran refund policy below.
5. Students with (3) consecutive unexcused absences with no contact, may be withdrawn from the training program and the cancellation of student enrollment contract may commence unless reasonable circumstances can be presented. Refunds are prorated and based on the hours the program has been held until the automatic withdrawal date. A

student terminated under these circumstances, may apply for readmission. A Student applying for readmission must furnish a written request to the Director of Educational Services for consideration. Students automatically withdrawn after 60% of the program has elapsed are not entitled to a refund (Veterans and other eligible beneficiaries are exempt from the 60% rule).

6. Registration, books, third party, and material fees are non-refundable. For tuition paid by check or cash, refunds will be disbursed within 45 days in the form of a US Truck Driver Training School, Inc. check. Payments made by credit card will be refunded to the same card within 45 days.
7. Credit Balance Policy: if a student has a credit balance from a Title IV disbursement, then a refund will be made to the student within 14 days.

#### **VETERANS AND OTHER ELIGIBLE BENEFICIARIES REFUND POLICY**

If a student eligible for veteran education and training benefits fails to enter a course, withdraws, or training is discontinued at any time prior to completion, the amount charged will be an approximate pro-rata portion of total charges for tuition, registration fees, and other charges collected by USTDTS that the length of the completed portion of the course bears to its total length less \$10.00 for the registration fee.

#### **RETURN OF TITLE IV FINANCIAL AID FUNDS (R2T4)**

If a student withdraws or stops attending, federal financial aid regulations require that a calculation be done on financial aid funds received for that payment period. Since USTDTS is required to take attendance, when a student drops officially or unofficially, the last day of attendance will be used as the withdrawal date when performing the R2T4 Calculation. Federal financial aid is not 100% earned until the attendance has exceeded 60% of the payment period. Because of the calculation, a student may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return. Students should contact the Financial Aid Office at the school for additional information about the R2T4 (Return to Title IV) calculation. (% of enrollment that is completed) X (the total Title IV funds disbursed) + the Title IV funds that could have been disbursed by federal guidelines = the amount of Title IV aid earned.

- Official withdrawal from a program is communicated to the admissions and/or training department in writing or verbally.
- Unofficial withdrawal commences on the 14<sup>th</sup> consecutive day of absence with no prior communication with the institution. The institution will attempt to reach out to students when absent

Any Title IV financial aid that is unearned must be returned. If the student does not receive the full Title IV that he/she earned, then a post-withdrawal disbursement may be made.

**The calculation steps are as follows:**

### **1. DETERMINE THE WITHDRAWAL DATE**

The withdrawal date, which is the last day of attendance (LDA) for both official and unofficial withdrawals, is used to calculate the amount of earned and unearned federal aid for the payment period.

### **2. CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED**

Divide the number of scheduled hours until LDA by the number of scheduled hours in the payment period. If the percentage is greater than 60, the student has earned 100 percent of Title IV aid.

### **3. CALCULATE THE AMOUNT OF EARNED TITLE IV AID**

Multiply the percentage of the earned hours (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.

### **4. CALCULATE THE AMOUNT TO DISBURSE (PWD) OR TO RETURN**

Returned = Title IV disbursed minus aid earned; PWD = aid earned minus Title IV disbursed

### **5. CALCULATE AMOUNT OF UNEARNED TITLE IV AID**

Determine institution charges for the payment period. Institution is required to return the lesser of Title IV to be returned or amount of unearned charges.

### **6. RETURN OF TITLE IV FUNDS**

a. These funds must be returned within 45 days of determination that the student has withdrawn (officially or unofficially for nonattendance).

b. The student may be responsible for any balance of unearned Title IV funds that were not required to be returned by the institution.

- If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.

- If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50 percent of the total grant for original amounts over \$50. The institution will notify the student of the amount and the procedures for repayment if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid. The institution can refer a student overpayment that is not paid by the student to the U. S. Department of Education.

### **7. RETURN OF UNEARNED TITLE IV FUNDS**

The institution allocates the return of Title IV funds, and any overpayment funds collected from the student, by reducing or eliminating outstanding balances on the funding source, received by the student for the enrollment period for which he/she was charged. The return of funds is processed within 45 days from the date of determination of withdrawal, in the following order:

- Unsubsidized federal Stafford loans
- Subsidized federal Stafford loans

- Federal Parent PLUS loans
- Federal Pell Grant

**Post-withdrawal disbursements:** If the calculation results in earned funds that have not been paid to the student account, a post-withdrawal disbursement may be calculated. If student loans are included in the aid that has not yet been paid, the student will have the option to decline the loan funds, so he/she does not incur additional debt. A post-withdrawal disbursement of loan funds is not an option for first-time/first-year borrowers who withdrew during the first 30 days of enrollment because loans cannot be disbursed. The institution may use all, or a portion of, grant funds eligible for a post-withdrawal disbursement toward tuition, fees without student permission. If the student has any other charges, the student must give permission to use the grant funds.

**NOTE:** The federal regulations governing Title IV aid refunds are separate from the institution's refund policy for tuition and charges. Withdrawing from classes may also impact satisfactory academic progress.

<b>Example of a Return of Title IV Financial Aid Funds Calculations:</b>		
<b>WITHDRAWAL OFFICIAL NOTICE</b>		<b>200 ATTEMPTED HOURS</b>
<b>INSTITUTIONAL CHARGES</b>		<b>\$4207.50</b>
<b>TITLE IV AID</b>		
<b>LOANS</b>		<b>\$3144</b>
<b>PELL</b>		<b>\$1980</b>
<b>TOTAL TITLE IV AID</b>		<b>\$5124</b>
<b>REFUND TO STUDENT</b>		<b>\$916.50</b>
<b>ACCOUNT BALANCE</b>		<b>\$0</b>
<b>WITHDRAWAL CALCULATIONS</b>		
<b>TUITION REFUND</b>		<b>\$0</b>
<b>ADJUSTMENT FOR TITLE IV</b>		<b>\$0</b>
<b>BALANCE STUDENT OWES</b>		<b>= \$0</b>
<b>STUDENT WITHDREW AFTER 200 SCHEDULED HOURS OF ATTENDENCE OUT OF 301 HOURS OF FIRST PAYMENT PERIOD</b>		
<b>PERCENT EARNED</b>	<b>200/301</b>	<b>66.4</b>
<b>PERCENT UNEARNED</b>	<b>100%- 66.4</b>	<b>33.6</b>
<b>AMOUNT OF TITLE IV AID UNEARNED</b>	<b>0</b>	

THE INSTITUTION MUST RETURN		
TITLE IV: TOTAL \$0	LOANS: \$0	PELL: \$0
THE STUDENT MUST RETURN		
STUDENT'S AMOUNT \$0	UNEARNED \$0	INSTITUTION RETURN: \$0

\*In this example, the student does not have to return any funding because the percentage of earned aid was over 60%. The example does not reflect all the different combinations of refund situations that may exist. More information on Title IV return calculations can be found at the Financial Aid Office. The institution reserves the right to amend this procedure to comply with federal regulations.

### **COURSE REPETITION POLICY**

Students wishing to repeat a course/segment of the program to earn a higher grade can do so. The higher grade of the two will replace the lower grade. However, repeating a course will affect the maximum allowable time frame for a program. For example, the Professional Tractor Trailer Training Program 602 program duration is 4 months. Multiply this by 143% and it amounts to 6 months to finish the repeated portion of the program.

A student's SAP requirements are updated once new grades are available. Both quantitative and qualitative requirements are followed.

Students that exceed the MTA and need to repeat will not be eligible for financial aid and must pay for additional tuition expenses through private non-federal aid means.

For example, to repeat a portion of the first 301 hours of the Professional Tractor Trailer Training Program, the cost to repeat the portion of the course is calculated by dividing the total of the tuition and fees by total number of clock hours and multiplied by the clock hours in the Professional Tractor Trailer Training Program.

$$\frac{\$4202.50 \text{ (1st Payment Period 301 hours tuition and fees)}}{301 \text{ (1st Payment Period attempted hours)}} = \$13.96 \text{ (cost per attempted hour)}$$

$$\$13.96 \text{ (cost per attempted hour)} \times (40 \text{ attempted clock hours of pre-trip}) = \$558.40 \text{ (Total student pays)}$$

### **SATISFACTORY ACADEMIC PROGRESS POLICY:**

The Satisfactory Academic Progress (SAP) Policy applies consistently to all students enrolled (full or part time) at the USTDTS, whether the student received Federal Title IV aid or not. It is printed in the student handbook/catalog to ensure that all students receive a copy prior to the first day of class. The USTDTS has established policies that comply with guidelines established by the

Michigan Secretary of State, Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education.

The first time you do not meet SAP standards, you will be placed on Financial Aid Suspension with a right to appeal. This means that you are close to losing your financial aid eligibility. You will have 10 days from the financial aid suspension notification to appeal. Please allow 10 days for the appeal to be reviewed. If the school officials agree with your appeal, you will be placed on Financial Aid Probation, receive aid for the second payment period, and have the opportunity to complete the program using your financial aid. If the appeal is denied by the school officials, you will remain on Financial Aid Suspension, lose your financial aid, and must pay cash if you desire to remain in the program.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

- The Entry Level Tractor Trailer Training Program 160 is evaluated at the end of the first 40 hours of training.
- The professional Tractor Trailer Training Program 602 is evaluated at the end of each payment period. An evaluation is issued during the course using the timetable below.

In addition to academic grades and attendance, satisfactory academic progress is also measured in a quantitative fashion.

### **ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160**

40 hours (End of 1st Week)

### **PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602**

End of Payment Period 1: 301 hours (End of 9th week)

End of Payment Period 2: 602 hours (End of program)

This evaluation will determine if the student has met the minimum requirements for Satisfactory Academic Progress. All records used in evaluating Satisfactory Academic Progress are maintained in the student files and are available to the students during the evaluation period.

Satisfactory Academic Progress consists of three main components:

- 1) Qualitative measurement: Grade Point Average (GPA);
- 2) Quantitative measurement: PACE- all students must maintain an attendance level which is a minimum percentage of an attempted program that must be completed; and
- 3) Quantitative measurement: Maximum Time Frame, which is the percentage of time given to complete the published length of the program.

### **QUALITATIVE MEASUREMENT: GRADE POINT AVERAGE (GPA)**

From a qualitative perspective, all student progress is monitored. Evaluations include grades from 1) classroom assignments, pre-trip inspections, basic yard maneuver assessments, and on-



the-road driving performance rubrics; and 2) student cumulative attendance percentage based on a numerical 100% scale.

Students are given percentage-based grades; a student's grade is their percentage earned of total points possible. Students are required to maintain an overall grade of at least **70%**. This grade is an average of the grades received in the classroom, range, and road courses. Skills are evaluated according to the procedures governed by the Michigan Department of Transportation and adopted by the school.

#### **PACE ATTENDANCE AND ACADEMIC PROGRESS EVALUATIONS:**

##### **ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160**

The student must meet a minimum of **70%** of the hours possible based on the applicable attendance schedule to complete the course. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total actual hours accrued by the total number of scheduled hours available. At the end of each evaluation period, the school will determine if the student has maintained at least **70%** cumulative attendance since the beginning of the course which will indicate, given the same attendance rate, if the student will graduate within the maximum time frame allowed.

NOTE: Students must complete **80%** of the required hours for program completion and graduation.

##### **ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 / PACE 80% Needed for SAP**

40 hours (End of 1st week)/ PACE at 70% = 28 hours need to be completed.

160 hours (End of program)/PACE at 70%=112 hours need to be completed.

##### **PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602**

The student must meet a minimum of **70%** of the hours possible based on the applicable attendance schedule to complete the course. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total actual hours accrued by the total number of scheduled hours available. At the end of each evaluation period, the school will determine if the student has maintained at least **70%** cumulative attendance since the beginning of the course which will indicate, given the same attendance rate, if the student will graduate within the maximum time frame allowed.

NOTE: Students must complete **75%** of the required hours for program completion and graduation.

##### **PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602/ PACE 70% for SAP**

301 hours (End of 9th week)/PACE at 70%= 210 hours need to be completed.

602 hours (End of program)/PACE at 70%=421 hours need to be completed.

### **MAXIMUM TIME FRAME (MTF):**

#### **ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160**

Given the short nature of the Entry Level Tractor Trailer Training Program 160 course, it carries a stricter attendance policy. However, it holds a maximum allowable time frame of **125%**.

- Scheduled time: Full-time, 40 hours/week = 160 hours
- Maximum time allowed: 200 hours or 5 weeks

#### **PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602**

Per U. Department of Education guidelines, the maximum time allowed for a student to complete the Professional Tractor Trailer Training Program is **143%** of the required hours.

- Scheduled time: Average 34 hours/week = 602 hours
- Maximum time allowed: 861 hours or 25 weeks

### **DETERMINATION OF PROGRESS STATUS:**

Students meeting the minimum requirements for academics and attendance at the evaluation period are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress report at the time of each evaluation. A copy will also be maintained in the student files. Students that are deemed NOT maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting from a status of probation.

### **SUSPENSION OF FINANCIAL AID ELIGIBILITY FOR DRUG-RELATED OFFENSES**

A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance, while receiving Title IV funds, is no longer eligible to receive any federal grant, loan, or work assistance from the point of conviction and ending after the following:

#### Possession offenses

- *First offense – ineligible for 1 year*
- *Second offense – ineligible for 2 years*
- *Third offense – ineligible indefinitely*

#### Sale of controlled substance offenses

- *First offense – ineligible for 2 years*
- *Second offense – ineligible indefinitely*

A student whose eligibility has been suspended may resume eligibility by completing an acceptable drug rehabilitation program, which must include at least two unannounced drug tests, and is qualified to receive funds from federal, state, or local governments; or from a

federally or state-licensed insurance company; or be administered or recognized by a federal, state, or local government agency or court; or a federal or state licensed hospital, health clinic, or medical doctor.

## **CURRENT STUDENTS**

### **ACADEMIC INFORMATION**

#### **ACCREDITATION AFFILIATION**

US Truck Driver Training School, Inc. is accredited by the Commission of the Council on Occupational Education. All certifications are displayed in the school's admissions lobby.

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325,  
Atlanta, GA 30350,  
Telephone: 770-396-3898 / FAX: 770-396-3790 / [www.council.org](http://www.council.org)

State of Michigan Department of Licensing and Regulatory Affairs  
PO Box 30018  
Lansing, MI 48009

#### **ACADEMIC YEAR**

USTDTS Academic year is 900 clock hours. This is the equivalent to 26 weeks.

#### **SUMMER TERM**

USTDTS offers rolling enrollment, which means the school does not operate as a semester-based program. Classes start year around. The academic calendar starts on July 1st and ends on June 30th (Example: July 1st, 2015 - June 30th, 2016). Classes will be regularly scheduled between those dates.

Breaks in programs are only represented by holidays. Hours will be made up to accommodate programs that include holidays between the scheduled start and completion date.

#### **FULL-TIME EQUIVALENT**

Students attending 34 scheduled clock hours per week are considered full time.

#### **ADVISING AND REGISTRATION/ENROLLMENT**

##### **Advising**

Academic advising is provided in the admissions office for students with academic questions and concerns.

### **Registration/Enrollment**

Students complete their enrollment paperwork before their scheduled class start.

### **DROP PERIOD**

A student may drop from the program in the first three days of the class start without being charged for tuition. See Refund and Cancellation Policy for more details.

### **CLASSIFICATION OF STUDENTS**

#### **Undergraduate certificate**

Students enrolled in PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602 Full-time

#### **Non-degree certificate**

Students enrolled in ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 Full- or Part-time

### **GRADES**

It is the responsibility of each student to meet the specific outcomes in the program. The student must also meet the general overall requirements for graduation, which include the following:

#### **GRADUATION AND COMPLETION - 602**

To receive a graduation certificate/diploma, the following objectives must have been accomplished:

1. Students must complete each segment of the program with a minimum grade of **70%**.
2. Must successfully complete a skill assessment evaluation with instructor.
3. Must meet attendance guidelines by attending **75%** or more of the scheduled hours.
4. Must have satisfied all financial obligations to USTDTS.

#### **GRADUATION AND COMPLETION - 160**

To receive a graduation certificate/diploma, the following objectives must have been accomplished:

1. Students must complete each segment of the program with a minimum grade of 70%.
2. Must successfully complete a skill assessment evaluation with instructor.
3. Must meet attendance guidelines by attending 80% or more of the scheduled hours.
4. Must have satisfied all financial obligations to USTDTS.

Completing the program successfully does not certify a student to drive a commercial vehicle. They must pass the State of Michigan Class A CDL examination to be legally certified.

### **GRADE DEFINITIONS**

Students are given percentage-based grades; a student's grade is their percentage earned of total points possible. Students are required to maintain an overall grade of at least **70%**. This grade is an average of the grades received in the classroom, range, and road courses. Skills are evaluated

according to the procedures governed by the Michigan Department of Transportation and adopted by the school.

**Percentage Grade definition:**

**90 - 100%:** Excellent

**80 - 89%:** Very good

**70 - 79%:** Good

**69 - 0%:** Failing

**CLOCK HOUR DEFINITION**

USTDTS **ONLY** offers programs in clock hours.

Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing the program.

To fulfill the full course of study requirement, students enrolled in:

**PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602** must meet for at least 34 clock hours per week.

**ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 FULL-TIME** must meet for at least 40 hours per week.

**ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 PART-TIME** must meet for at least 16 hours per week.

Attendance is important in programs that use clock hours, as you cannot fulfill the clock hour requirements for a full program of study unless you participate in instruction.

**COURSE INCOMPLETES**

Course incompletes will not be included in the student's GPA calculation. The time attempted and completed will count in the quantitative requirement. Students who withdraw from USTDTS with the grade below **70%**, their attempted and completed hours will count in the quantitative requirement; however, the student's GPA will not count since the courses will fall under "incomplete."

If the student satisfactorily completes all the course requirements as set by the institution, the "I" (Incomplete) grade will be changed to a passing grade within one payment period from the date the passing grade was awarded, and SAP will be re-calculated. Otherwise, if the student did not earn a passing grade, after one payment period the "I" will automatically change to an "F." The student will only have 14 days from the end of the payment period to plan with the classroom/yard instructor if he/she has a grade of "I" or "F" for missing the final evaluation due to an excused absence. If the 14-day mark has passed, the "F" grade will become permanent and

the student has to retake the portion of the program in order to earn a satisfactory grade and complete the program.

Regardless if the student receives Title IV aid or pays out of their pocket, the same SAP policy applies, and the payment period is accounted-for in the maximum duration calculation of the program.

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frames by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

### **REMEDIAL COURSES**

USTDTS does not offer non-credit remedial courses.

### **CHANGING PROGRAMS OF STUDY**

Students are not permitted to transfer between programs at USTDTS.

### **ENROLLING IN A SECOND PROGRAM OF STUDY**

USTDTS does not offer an option for second program to be taken concurrently. A student may take the second-choice program after completing the program that the student is currently enrolled in. SAP-status and the maximum-duration of each program will be counted separately from the first program choice.

## **ACADEMIC RESOURCES**

### **BOOKSTORE**

USTDTS contracts with an outside vendor for bookstore services. Visit our website for information on supplies and materials, store hours, and much more!

E-mail: [sam.keranovic@ustdts.edu](mailto:sam.keranovic@ustdts.edu)

Phone: 586-838-1268

6500 15 Mile Road

Sterling Heights, MI 48312

## **USING FINANCIAL AID TO PAY FOR BOOKS**

Beginning October 1, 2018, a new process was put into place for students to use their financial aid to purchase their books. Students who are eligible and interested in using their financial aid to purchase books will receive an email detailing the process. The email will be sent to the student's given email at the time of enrollment.

USTDTS is required per federal regulations to supply a single refund not to exceed \$110.00. This policy applies to all applicable students that are Pell eligible and have a credit balance caused by federal student aid funds.

If you choose not to participate in this method of receiving funds to pay for materials and supplies, by 'opting out' you understand this only means that, if eligible, you will not receive a separate refund for materials and supplies by the seventh day of class. You further understand that, if eligible, you will still receive a refund from a credit balance caused by federal student aid funds, provided there is not already an authorization on file to hold this credit balance on your account.

### **Return/Refund Policy**

All merchandise returns including supplies must be accompanied by a receipt.

#### **Merchandise cannot be returned without a receipt**

Refunds will be given back in the method by which the merchandise was originally purchased. If Financial Aid was used to purchase materials and supplies credit balance check will be issued.

#### **Merchandise Returns/Refunds**

Full refund with receipt for up to 1 week from purchase date. No refunds or exchanges on used merchandise

#### **Materials and Supplies Returns/Refunds**

All materials and supplies returns must be accompanied by a receipt within the time period allowed for returns as listed below and in the same condition as when purchased. Materials purchased as new and returned with writing, highlighting or worn pages and/or covers will be reimbursed at half price. In addition, any shrink-wrapped materials must remain in its original shrink-wrapping to receive a refund

### **DROPPED CLASSES**

One additional week is granted for refunds on books if the student drops a class. The same rules apply to the condition of the book as stated above. Students must show proof of their dropped class in order to get a refund during this time.

**Is this program mandatory?** NO, you may opt out. The opt-out forms will be available by request from the Financial Aid Office. Students who do not opt out will have a \$110.00 charge on their accounts to cover the cost of materials and supplies.

**Students with an unpaid balance who withdraw will be invoiced by US Truck Driver Training School, Inc. and given 45 days to pay the balance. Students may contact US Truck Driver**

**Training School, Inc., if necessary, to make a payment plan. If after 45 days the balance is not paid in full, the debt will be reported to the school's collection attorney.**

### **MEDIA SERVICES**

Media services are available during normal operation of business. The students have access from 8:00 am to 4:30 pm Monday - Friday and 10:00 am to 2:00 pm on Saturday. The school provides students with the ability to access computers for research and job applications. The student handbook contains the necessary contact information for all the instructional and administrative staff members. Online resources are also available via the school website. Extra training is provided pending the approval of the director of training and typically takes place during normal operation of business. However, additional training can be scheduled after hours, if necessary.

## **STUDENT RESOURCES**

### **CAMPUS SAFETY POLICIES**

Campus Safety policies and procedures are presented during orientations for new students/faculty. Policies are also available in the Financial Aid Office, and online in the Student Handbook.

### **CLERY ACT ANNUAL SECURITY REPORT**

Each year, the Director of the USTDTs Financial Aid Department prepares an Annual Security Report of crime statistics for each of the three most recent years of crimes that were committed on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. This report is compiled from all of the incidents reported to the institution by any one of the following sources:

- Victim
- Witness
- Third-party
- Perpetrator
- Local law enforcement agencies

This report includes policies, procedures, programs, and statistics on criminal murder; non-negligent manslaughter and manslaughter by negligence; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; domestic violence; dating violence; stalking; as well as arrests and/or disciplinary referrals for illegal weapons possession and drug or liquor law violations. This annual statement will be collected, reported and disseminated to the campus community as well as to the US Department of Education.

The Annual Security Report will be retained by the campus administrative offices for a period of seven (7) years.



The Annual Security Report will be made available online each year by October 1<sup>st</sup> at [www.ustdts.edu](http://www.ustdts.edu)

Each year, a paper copy notification will be handed to all enrolled students and an email notification will be sent to employees of USTDTs via their USTDTs provided email account announcing publication of the “Annual Security Report” and providing the web site to access this information.

Prospective students and prospective employees will be provided with a notice containing a statement of the report’s availability, and a description of its contents, the exact web address of the internet or intranet web site at which the report is posted and the opportunity to request a paper copy. Additionally, any person interviewed as a result of an advertisement shall be provided a notice of the availability of the Annual Security Report.

Anyone may obtain a paper copy of the Annual Security Report through the financial aid department. There is no fee charged for this report.

This Annual Security Report is in compliance with the *Jeanne Clery Act* and is prepared in cooperation with the City of Sterling Heights Police Department, USTDTs’s Campus Authorities, students, employees, witnesses and third-party information.

## **2019 ANNUAL SECURITY REPORT NOTIFICATION**

The Annual Security Report is available on our website at [ustdts.edu](http://ustdts.edu). Please click on the link to view the report.

<https://ustdts.edu/wp-content/themes/ustdts/files/2018-USTDTS-Crime-Report.pdf>

Report content includes:

- Reporting a Crime or Emergency
- Response to Reports
- Emergency Response and Evacuations
- Timely Warning
- Voluntary Confidential Reporting Procedures
- Violence Against Women Act / Sexual Assault Procedures for Reporting a Complaint
- How to be an Active Bystander
- Alcohol and Drug Policy and Prevention
  - Standards of Conduct
  - Health Risks
  - Legal Sanctions
  - Federal Law
  - State Law
  - Local Laws
  - Institutional Sanctions

- Suspension of Financial Aid Eligibility for Drug-Related Offenses
- Definitions of Crimes
- Annual Crime Statistic

The school will provide a paper copy upon request.

### **ALCOHOL AND DRUG POLICY AND PREVENTION**

US Truck Driver Training School is grounded in the principles of student achievement, health, and safety; therefore, the school strictly enforces a drug-free campus policy. Regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, USTDTS prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any school property or school-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that the school inform all members of the USTDTS community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of violation of the Drug-Free Campus Policy may lose financial assistance provided by the school. Furthermore, according to the Anti-Drug Abuse Act of 1988 (Section 5301), students who receive federal aid must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV aid.

The school tests for drug use during the program and can subject students to random drug testing if drug use is reported or suspected. The use of drugs is a major DOT violation and has the potential to end a professional driver's career.

Use of drugs and alcohol can inhibit your ability to operate motor vehicles. A major focus of this program revolves around the use motorized equipment. **This includes the use of marijuana for medical purposes. It is prohibited by DOT standards.** Medical cards are also not valid state to state. Traveling across state lines is a requirement of employment in most cases after graduation. Employees or students who believe they have a drug abuse problem can utilize the following resources for help.

[http://www.michigan.gov/mdhhs/0,5885,7-339-71550\\_2941\\_4871\\_4877---,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_4871_4877---,00.html)

<http://drugabuse.com/usa/drug-abuse/michigan/>

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

USTDTS has developed and implemented a comprehensive drug and alcohol abuse prevention program (DAAPP) for its students and employees. The DAAPP consists of four elements: standards of conduct, treatment, education, and a biennial review of the program. Together, these program components are intended to deter students and employees from using illicit drugs and abusing alcohol not only on USTDTS property, but also in connection with USTDTS-sponsored activities.

### **Standards of Conduct**

USTDTS is committed to a drug-free environment for its faculty, staff, and students. USTDTS prohibits the “unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol on USTDTS premises, at USTDTS activities and at USTDTS worksites.” Any employee or student who is convicted of a criminal drug offense occurring at the workplace or is convicted of the unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol on USTDTS premises or at any USTDTS activity is subject to discipline.

The use or possession of alcoholic beverages is expressly prohibited on USTDTS.

These rules are enforced by the Student Code of Conduct. The Student Code of Conduct prohibits the illegal use, possession, manufacture, or distribution of drugs and requires compliance with USTDTS regulations relating to the sale and consumption of alcoholic beverages. Sanctions for violation range from a reprimand to expulsion and convictions from the possession and sale of controlled substances can result in the ineligibility for federal financial aid. Intoxicated individuals are subject to sanctions. Illegal drugs, their possession, use, sale, manufacture, distribution, and paraphernalia are banned. Sanctions for a violation of the USTDTS regulations include a verbal warning, suspension of privileges and removal from the program.

Disciplinary action that may be taken against employees who violated USTDTS drug and alcohol policies are governed by the Employee Policy and Procedures Manual.

### **Treatment Options**

Students who need assistance with drug or alcohol problems may contact the Vice President. In addition to providing individual counseling, the Vice President operates a Substance Use Committee, comprised of several staff members with expertise in assessment and treatment of substance use disorders. The committee runs a substance use support group for students, conducts specialized assessments when necessary to determine disposition of cases with substance use concerns, and advises outreach efforts regarding prevention. The Vice President also maintains a list of referrals for substance abuse treatment. Students may be referred to an outside agency for treatment.

Employees may obtain assistance from the Employee Assistance Program. It provides short-term counseling and crisis intervention for a wide variety of personal issues, including drug and alcohol abuse. The Employee Assistance Program is a free benefit offered to eligible employees.

Additional information about treatment options provided by these resources may be found in hard copy at their respective offices.

### **Education**

USTDTS conveys information about its DAAPP to both students and employees. A description of the DAAPP and other related information are included in the USTDTS Annual Security Report which is handed and or emailed to students and employees each October. As a part of the admissions procedure, the admissions office verbally notifies all prospect students about resources that are offered by USTDTS.

The Vice President provides outreach presentations on substance abuse to departments upon request. Human Resources department also provide information to students and employees during orientation along with a variety of useful information related to drug and alcohol abuse.

### **Distribution**

The DAAPP will be included on the USTDTS website as a part of the Consumer Information Disclosures. Additionally, the information required under the Drug Free Schools and Communities Act (DFSCA) will also be included in the Annual Security Report which will be provided to all students and employees via paper copy or email on or before October 1st. Additional information about the DAAPP will be available in hard copy as described above.

### **Biennial Review of the DAAPP**

Every even numbered year, USTDTS reviews the DAAPP. The review is undertaken to determine the following: (1) the effectiveness of the DAAPP; (2) the number of drug and alcohol-related violations and fatalities that occurred on USTDTS campus or as part of the USTDTS activity that were reported to USTDTS officials in the previous two calendar years; (3) the number and type of sanctions that are imposed by USTDTS as a result of drug and alcohol-related violations and fatalities on USTDTS campus or as part of the USTDTS activities in the previous two calendar years; and (4) to ensure that sanctions for violations by students and employees of the applicable standards of conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol are enforced consistently.

The review shall be conducted by a committee comprised of the Career Services Advisor, Vice President & Director of Financial Aid, and the President. Generally, the committee shall begin its work in April and finalize its report by the end of July. Relevant data, including the information described above, shall be provided to the President upon the committee's request. The committee will then identify any recommendations for improving the effectiveness of the DAAPP. The final report will be available to all students and employees via the USTDTS Consumer Information Disclosures webpage.

The President will review to ensure that the institution complies with the regulatory requirements of this program including, but not limited to, the distribution of information, the accurate collection of data, the consistent enforcement of sanctions, the timely completion of the biennial review, and the implementation of recommendations.

### *Standards of Conduct*

USTDTS is a drug-free and alcohol-free institution. It does not consider the use of drugs or alcoholic beverages as necessary or conducive to the process of higher education. USTDTS students and employees are expected to abide by all federal, state, and local laws. The use of alcohol on USTDTS owned or leased property or during an institution sponsored activity is strictly prohibited. Violations will result in immediate disciplinary action up to and including expulsion.

### *Health Risks*

Alcohol and drug use present numerous health, behavioral, and social problems. These include acute health problems related to intoxication or overdose, physical and psychological dependence, interference with memory sensation and perception, potential permanent brain damage or death, additional long-term health problems, contraction of diseases, pregnancy problems, psychological problems, diminished behavior, risk taking, violent behavior, accidents, negative side effects on academic or work performance, and conduct problems.

### *Legal Sanctions*

The following laws are strictly enforced by USTDTS Campus Authority and local law enforcement agencies:

#### *Federal Law*

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircraft, and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

#### *State Law*

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current Michigan state law, "a person shall not knowingly or intentionally possess or distribute a controlled substance." If an individual is found guilty of a violation of the state law, he or she may be subject to large fines and imprisonment. A minor (defined as a person under the age of 21) may not "purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content." Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out-of-pocket expenses related to required substance abuse screenings.

#### *Local Laws*

Although local laws and ordinances may vary by county, they typically consider the following as violations: consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions

could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment.

### *Institutional Sanctions*

The use of illegal drugs or alcohol on any USTDTS owned or leased property, or during an institution sponsored activity is strictly prohibited.

- **For students, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including verbal warning, written warning, and changes to academic schedule, suspension or expulsion from the institution.**
- **Distributing, possessing, carrying, using, or being under the influence of illegal drugs on USTDTS premises, will be cause for immediate expulsion from the institution.**
- **Possessing, carrying, using, or being under the influence of alcohol on USTDTS premises will be cause for disciplinary action up to and including expulsion from the institution.**

For employees, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including transportation changes/restrictions, changes in work assignment/location, suspension, or termination of employment.

### **DEFINITIONS OF CRIMES**

- **Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (this type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm).
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Dating violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.
- **Destruction/damage/vandalism of property:** To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Domestic violence:** Includes felony or misdemeanor crimes of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse

of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Drug abuse violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
- **Hate crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. There are eight categories of bias; race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. Hate crimes include any of the following offenses that are motivated by bias; criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault, including rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Larceny-theft (except motor vehicle theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (attempted larcenies are included; embezzlement, confidence games, forgery, worthless checks, etc. are excluded).
- **Liquor law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Manslaughter by negligence:** The killing of another person through gross negligence.
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle.
- **Murder/Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Robbery:** The taking or attempted taking of anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.
- **Sex offense – forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sex offense – incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Sex offense – rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sex offense – statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Simple assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.
- **Weapons – carrying, possessing, etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons (this classification encompasses weapons offenses that are regulatory in nature).

### **REPORTING A FIRE**

If a fire occurs in a USTDTS building, community members should immediately notify Campus Authority at **586-838-1268**. Campus Authority will initiate a response and contact the local fire department. If a member of the USTDTS community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Authority has already responded, the community member should immediately notify Campus Authority to investigate and document the incident.

### **GENERAL PROCEDURES IN CASE OF A FIRE**

At the sound of a fire alarm or if you are instructed to evacuate, leave your area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Authority at **586-838-1268** or dial **911**.

1. Remain calm.
2. Assist the physically impaired.
3. If unable to assist, immediately inform Campus Authority or the responding Fire Dept. of the individual's location.
4. Proceed to a designated reassembly area.
5. Keep all walkways clear for emergency vehicles.
6. Make sure all personnel are out of the building.
7. Do not re-enter the building.

### **FIRE DRILLS**

USTDTS Campus conducts two fire drills per Academic Year randomly during class sessions. In most instances, the first drill happens in July at the beginning of the academic year and the second one happens in June at the end of the academic year.



## **POLICY RELATED TO FIRE SAFETY EQUIPMENT**

Students found tampering with and/or disabling the fire alarm mechanisms and/or smoke detectors and/or refusing to vacate a building in the event of a fire alarm will have disciplinary action taken against them and may be terminated by the USTDTS. The institution may assess residents either collectively or individually for false alarms and/or damage to alarm mechanisms and/or extinguishers.

## **EMERGENCY RESPONSE & EVACUATIONS**

US Truck Driver Training School practices emergency response procedures during the academic school year. Evacuation plans are posted throughout the school and fire drills are practiced at random throughout the academic year while class is in session. Evacuation maps are in all office spaces, classrooms, bathrooms, garages, and gathering places throughout the USTDTS facility. In the event of an emergency that requires evacuation, all staff and students are to immediately exit the building and training grounds and meet at the USTDTS sign located nearest the street in front of the building. Daily evaluation sheets will be used to conduct a head count of students at the meeting area. The most recent list of USTDTS staff and visitor sign-in sheet (located at the front lobby reception desk) will be used to conduct a head count of staff and visitors at the meeting area (the USTDTS sign located nearest the street in front of the building).

## **EMERGENCY EVACUATION**

Evacuation maps are in all office spaces, classrooms, bathrooms, garages, and gathering places throughout the USTDTS facility. In the event of an emergency that requires evacuation, all staff and students are to immediately exit the building and training grounds and meet at the USTDTS sign located nearest the street in front of the building. Daily evaluation sheets will be used to conduct a head count of students at the meeting area. The most recent list of USTDTS staff and visitor sign-in sheet (located at the front lobby reception desk) will be used to conduct a head count of staff and visitors at the meeting area (the USTDTS sign located nearest the street in front of the building).

***In the event of a take shelter emergency, students and staff are to gather in the student restrooms located next to the main classroom on the east side of the building***

## **CAMPUS EMERGENCY NOTIFICATION**

Upon confirmation of an emergency (typically confirmed by the School Director in conjunction with institution administrators, local first responder agencies and/or the National Weather Service) or ongoing dangerous situation on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus that, in the judgment of the President, the Vice-President and/or School Director and/or their designee constitutes an immediate threat to the health or safety of some or all of the members of the USTDTS community, an emergency notification will be immediately issued to the campus community or the segment of the community that is affected by the emergency. The decision to issue an emergency notification, determine the appropriate segment of the campus community to notify, and the content of the notification, will be made on a case-by-case basis

by consultation with the President, Vice-Presidents, and/or School Director, or their designee in light of all the facts, the nature of the incident, the continuing immediate danger to the campus community and the possible risk of compromising law enforcement efforts. USTDTS will immediately determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending upon the particular circumstances of the crime or incident, an emergency notification may be issued utilizing one or more of the following methods:

- Email
- Text messaging
- Voice messaging
- Contacting the local media
- Face-to-face communication, if deemed necessary

Additionally, anyone with information warranting an emergency notification may report the circumstances to the Campus Authority by calling **586-838-1268** or by coming into the office.

Due to the nature of services provided at USTDTS (classroom, yard, and road), instructors will be notified of an emergency and they will immediately notify their students.

General information about the emergency response and evacuation procedures for USTDTS are publicized each year as part of the institution's Clery Act compliance efforts (*Annual Security and Fire Safety Report*).

### **TIMELY WARNING**

All crimes specific to the *Clery Act* are required to be assessed for a potential Timely Warning Notice if the crime represents a serious or continuing threat to the community. In the event that a crime occurs within the Clery Geography (on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus) that, in the judgment of the President, the Vice-President and/or Campus Director or their designee constitutes a serious or continuing threat to persons or property, and/or as an educational effort to prevent similar crime(s) in the future, a campus wide timely warning will be issued. The decision to issue a timely warning will be made on a case by case basis in light of all the facts surrounding the crime, including factors such as the date and time of the crime or incident versus the date it was reported to a USTDTS official, the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely Warnings may typically be issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault, including rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson. The issuance of a timely warning will be considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Authority. For example, if an assault occurs between two

students who have a disagreement, there may be no ongoing threat to other USTDTs community members, and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by Campus Authority. The School Director, or their designee will determine what type of information will be included in the timely warning and will likewise be responsible for issuing the warning.

Depending upon the particular circumstances of the crime or incident, a timely warning may be issued utilizing a bulletin boards throughout the campus.

Timely Warnings will be issued in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Additionally, anyone with information warranting a timely warning may report the circumstances to the Campus Authority by calling **586-838-1268** or by coming into the office.

### **REPORTING A CRIME OR EMERGENCY**

USTDTs encourages accurate and prompt reporting of all crimes to the School Director and the local law enforcement agency. If the victim is unable (physically/mentally) to make such a report first available USTDTs Authority will contact the local law enforcement agency on their behalf.

If anyone on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus is a victim of a crime, a witness to a crime, has third party information, or observes suspicious activity, they should immediately report it to the Campus Authority by calling **586-838-1268** or by coming into the office. For non-campus options crimes may be reported to the Sterling Heights Police Department, by calling **586-446-2800**, or the Michigan State Police Department by calling **911** or stopping by the local police station. If law enforcement is requested, the department may take information over the phone, may respond to your location, or require you to make the report at the police station. Law enforcement may gather information, collect evidence, obtain written statements, prepare a report and submit to local prosecutor.

Crimes **should** be reported to a school official and the Financial Aid Department must be notified to ensure inclusion in the annual crime statistics and to aid in providing Timely Warning Notices to the institution’s community, when appropriate.

Crimes may also be reported to any Campus Authority (CA). The CA is anyone on campus who has significant responsibility for student and campus activities. A CA may include: President, Vice-President, Campus Director, Admissions Representative, Financial Aid Coordinator, Instructor, and or Career Services Advisor.

### **RESPONSE TO REPORTS**

Administrative personnel are available at the number listed above between 8:00 am and 5:00 pm, Monday through Friday, to answer your calls. Yard and Road instructional staff are available Saturday and Sunday from 8:00 am to 4:30 pm. In response to a call, Campus Authority will take

the required action, either dispatching an officer or asking the victim to report to the School Director to file an incident report. All reported crimes may be investigated by the institution and may become a matter of public record. Campus Safety incident reports are forwarded to the School Director for review and referral to the Vice-President. Investigation will be performed by the VP and if assistance is required from a local law enforcement agency or the local fire department, Campus Authority will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including Campus Authority, will offer the victim a wide variety of services.

### **VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES**

USTDTS encourages anyone who is the victim or witness to any crime to promptly report the incident to the authorities. Individuals who report information to the police should be given the opportunity to remain anonymous. If a student reports a crime to the school the school will hold their name confidential unless the student wishes divulge themselves as a witness to a crime.

### **MAINTENANCE OF CAMPUS FACILITIES**

The school is well-lit and in an open area. There are multiple exits that are all marked. Security cameras are installed in and outside for student and faculty protection. The facility is regularly inspected for maintenance issues. First aid kits are restocked regularly by a third-party vender.

### **SEXUAL ASSULT DEFINITIONS**

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

In Michigan, criminal sexual assaults are defined as: sexual penetration or sexual contact with a person without their consent, or with someone who is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Domestic violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a

child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

In Michigan, domestic violence means the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member, placing a family or household member in fear of physical or mental harm, causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress, engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Family or household member includes any of the following: spouse or former spouse, an individual with whom the person resides or has resided, an individual with whom the person has or has had a dating relationship, an individual with whom the person is or has engaged in a sexual relationship, an individual to whom the person is related or was formerly related by marriage, an individual with whom the person has a child in common.

**Dating violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on the reporting party's statement with a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship; and,
3. The frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

B) Dating violence does not include acts covered under the definition of domestic violence.

In Michigan, dating violence is violence when a person is in a dating relationship with someone. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional involvement. Dating relationship does not include a causal relationship or an ordinary fraternization between two individuals in a business or social context.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, as well as suffer substantial emotional distress.

For the purposes of this definition:

- A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

In Michigan, stalking means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**Resources for victims of domestic violence, dating violence, sexual assault, or stalking:**

<https://www.mcedsv.org/help/find-help-in-michigan.html>

**VIOLENCE AGAINST WOMEN ACT/SEXUAL ASSAULT PROCEDURES FOR REPORTING A COMPLAINT**

The institution has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. This includes informing individuals about their right to file criminal charges as well as the availability of medical, counseling, and support services. It is the victims' choice to call, or not call, local law enforcement in regard to their complaint. Campus Authority will assist in calling local law enforcement if requested. If law enforcement is requested, the department may take information over the phone, may respond to your location, or require you to make the report at the police station. Law enforcement may gather information, collect evidence, obtain written statements, prepare a report and submit to local prosecutor. Additional remedies may be implemented to prevent contact between a complainant (victim) and an accused party, such as academic, transportation, and working accommodations, if reasonably available. To file a complaint, students should contact the Vice President at **(586-838-1268)**.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student or employee's rights and options.

**HOW TO BE AN ACTIVE BYSTANDER**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. USTDTs wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of some of

the ways to be an active bystander. If you or someone else is in immediate danger or it is not safe for you to intervene, dial **911**.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **RISK REDUCTION**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)).

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling **911** in most areas of the US).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. **If you need to get out of an uncomfortable or scary situation, here are some things that you can try:**
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **ANNUAL CRIME STATISTICS**

USTDTS provides an annual summary of crime statistics for the most recent three years committed on the campus and public property. The following tables include statistics on murder, sex offenses, robbery, aggravated assault, burglary, and auto theft. It also includes the number of arrests for alcohol, drug and/or weapons violations.



		On Campus			Public Property		
		2016	2017	2018	2016	2017	2018
<b>CRIMINAL OFFENSES</b>							
Murder/Non-negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0
Sex Offenses	Rape	0	0	0	0	0	0
	Fondling	0	0	0	0	0	0
	Incest	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Hate Crimes		0	0	0	0	0	0
Racial		0	0	0	0	0	0
Religion		0	0	0	0	0	0
Sexual Orientation		0	0	0	0	0	0
Gender		0	0	0	0	0	0
Hate Crimes	Simple Assault	0	0	0	0	0	0
	Larceny-theft	0	0	0	0	0	0
	Intimidation	0	0	0	0	0	0
	Destruction/damage/ Vandalism of property	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0
	Disability	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0
	Nation of Origin	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Violence Against Women Act OFFENSES</b>							
Domestic Violence		0	0	0	0	0	0
Dating Violence		0	0	0	0	0	0
Stalking		0	0	0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ALCOHOL, DRUGS, WEAPONS ARRESTS</b>							
Liquor Law Violations		0	0	0	0	0	0
Drug Abuse Law Violations		0	0	0	0	0	0
Weapons: Carrying, possessing, or brandishing Law Violations		0	0	0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS/REFERRALS</b>							
Liquor Law Violations		0	0	0	0	0	0
Drug Law Violations		0	0	0	0	0	0
Weapons Law Violations		0	0	0	0	0	0
Referrals for disciplinary actions	Liquor law violations	0	0	0	0	0	0
	Drug law violations	0	0	0	0	0	0
	Weapons law violations	0	0	0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **CAREER PLACEMENT ASSISTANCE**

The purpose of the career services department is to provide career guidance and industry insight to our current students and graduates of our school. Each enrolled student completes a full job placement consultation during their training course to ensure applications are accurately completed and submitted for review. All graduates are encouraged to utilize US Truck Driver Training School's career services department for a lifetime. In fact, we take a proactive approach by notifying our former students about new and exciting employment opportunities that can increase their income and, in some cases, include more home time.

US Truck Driver Training School maintains an exclusive job placement program that is reserved for our graduates only. We have aligned ourselves with many of the premier transportation companies both locally and nationally. Our graduates can obtain a local truck driving position averaging between 40-60 hours per week. Students can also obtain dedicated, regional, and OTR driving jobs that require being out of the state for as little as 2 days and up to as many as 21 days at a time. Pay scales vary by employer and position detail. Please see the Career Services Department for details on pay rates, benefit packages, home time, and other related company info.

## **CAREER PLACEMENT ADVISEMENT**

Please note that US Truck Driver Training School **does not guarantee** employment. US Truck Driver Training School will make every effort to assist students in finding a job, however, certain conditions may make it more difficult to find employment in the truck driving industry. Examples of conditions include, certain moving and traffic violations, criminal history, age (individuals under 21 cannot legally cross state lines in a commercial vehicle), and physical health.

# **DISCLOSURES**

## **Campus Safety**

Each year, the Director of the USTDTS Financial Aid Department prepares an Annual Security Report of crime statistics for each of the three most recent years of crimes that were committed on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. This report is compiled from all of the incidents reported to the institution by any one of the following sources:

- Victim
- Witness
- Third-party
- Perpetrator
- Local law enforcement agencies

This report includes policies, procedures, programs, and statistics on criminal murder; non-negligent manslaughter and manslaughter by negligence; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; domestic violence; dating violence; stalking; as well as arrests and/or disciplinary referrals for illegal weapons possession and drug or liquor law violations. This annual statement will be collected, reported and disseminated to the campus community as well as to the US Department of Education.

The Annual Security Report will be retained by the campus administrative offices for a period of seven (7) years.

The Annual Security Report will be made available online each year by October 1<sup>st</sup> at [www.ustdts.edu](http://www.ustdts.edu)

Each year, a paper copy notification will be handed to all enrolled students and an email notification will be sent to employees of USTDTS via their USTDTS provided email account, announcing publication of the Annual Security Report and providing the website to access this information.

Prospective students and prospective employees will be provided with a notice containing a statement of the report's availability, a description of its contents, the exact web address of the internet or intranet web site at which the report is posted and the opportunity to request a paper copy. Additionally, any person interviewed as a result of an advertisement shall be provided a notice of the availability of the Annual Security Report.

Anyone may obtain a paper copy of the Annual Security Report through the Financial Aid Department. There is no fee charged for this report.

This Annual Security Report is in compliance with the *Jeanne Clery Act* and is prepared in cooperation with the City of Sterling Heights Police Department, USTDTS's Campus Authorities, students, employees, witnesses and third-party information.

## **THE COLLEGE NAVIGATOR**

[The College Navigator](#) is a consumer tool that provides school information to include tuition and fees, retention, and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool.

The College Navigator consists primarily of the latest data from the **Integrated Postsecondary Education Data System (IPEDS)**, the core postsecondary education data collection program for NCES – the National Center for Education Statistics.

## **STUDENT RIGHT-TO-KNOW GRADUATION RATE**

The following statistics apply to first-time, full-time students who began certificate programs at USTDTS in 2019.

First-time, full-time students – who have never enrolled in college before:

- 99.8% completed their programs within 143% of the “normal” time for completion.
- .1% transferred to another institution of higher learning.
- .1 % were academically dismissed.
- The remainder withdrew from the USTDTS for various reasons during four-month period.

These statistics are representative of only part of the student body. Many USTDTS students transfer from other colleges and universities. Length of time to graduation and withdrawals are influenced by a variety of factors. Some students who begin their trade school careers as full-time students then drop out due to not being able to balance college, family, and work. Many students “stop out” out of the program until the next class start. This extends the time for completion of their programs. Some students, working students, withdraw from the program once their previous career objectives have been met or they changed their mind on current career objectives.

## **STUDENT BODY DEMOGRAPHICS**

### **Percent of undergraduate enrollment:**

#### **By gender:**

- Men: 83.2%
- Women:16.8%

#### **By race/ethnicity**

- American Indian or Alaskan Native: 0.6%
- Asian: 2.9%
- Black or African American: 66.5%
- Hispanic/Latino: 1.7%
- White: 26.0%
- Two or more races: 1.2%
- Non-resident alien: 0.6%

#### **Federal Pell Grant recipients**

- 8% receive Pell Grants
- 92% do not receive Pell Grants

## **CONSTITUTION DAY**

Annually, on September 17<sup>th</sup>, the USTDTS campus holds a special activity event in observance of the adoption of the United States Constitution. If the 17<sup>th</sup> of September falls on a weekend day, the observance will be held on the Friday prior.

## **VOTER REGISTRATION**

On Constitution Day, USTDTS will conduct a demonstration of the online voter registration process and students will be encouraged to register using accessible computers. Students are also given a voter registration form during orientation.

For students interested in registering early on, please visit:

<https://webapps.sos.state.mi.us/MVIC/>

# **ACADEMIC POLICIES**

## **CLASS WITHDRAWAL AND CANCELATION POLICY**

### **TUITION REFUNDS**

The Class Withdrawal and Refund Policies are based on the official notice date and enrollment period. A refund is available after withdrawal from the program if the student is within the institution's guidelines.

### **CANCELLATION & REFUND POLICY**

8. If a request for withdrawal is made before a student participates in class instruction, the student shall be entitled to a refund of all monies paid minus a registration fee of \$25.00 and any fees paid towards the DOT physical, drug test, or TIP Permit which can be credited back to the student should he or she decide to reapply later.
9. If a student withdraws during the first three days of class, they will be entitled to a refund of all monies paid minus a registration fee of \$25.00 and any fees paid towards the DOT physical, drug test, or TIP Permit, which can be credited back to the student should he or she decide to reapply later.
10. If an enrolled student, who has started classes and having given prior notice of at least 24 hours, withdraws from a course of instruction before completion, all payments made by the student to the school shall be refunded less the school's fees and prorated tuition based upon the amount of elapsed clock hours the student has attended. This charge shall be determined by dividing the total tuition for such course of instruction or series of lessons by the number of lessons or clock hours therein. Withdrawal from a program is considered official on the date the student notifies the admissions office. Tuition will continue to accrue until notification is received in writing.
11. A student who completes 60 percent or more of required course training will not be entitled to a tuition refund. For veterans enrolled in a USTDTS program utilizing VA Education benefits, please refer to the veteran refund policy below.
12. Students with (3) consecutive unexcused absences with no contact may be withdrawn from the training program, and the cancellation of student enrollment contract may commence unless reasonable circumstances can be presented. Refunds are prorated and based on the hours the program has been held until the automatic withdrawal date. A student terminated under these circumstances, may apply for readmission. A student applying for readmission must furnish a written request to the Director of Training for

consideration. Students automatically withdrawn after 60% of the program has elapsed are not entitled to a refund (veterans and other eligible beneficiaries are exempt from the 60% rule).

13. Registration, books, third party, and material fees are non-refundable. For tuition paid by check or cash, refunds will be disbursed within 45 days in the form of a US Truck Driver Training School, Inc. check. Payments made by credit card will be refunded to the same card within 45 days.
14. Credit Balance Policy: if a student has a credit balance from a Title IV disbursement, then a refund will be made to the student within 14 days.

### **VETERANS AND OTHER ELIGIBLE BENEFICIARIES REFUND POLICY**

If a student eligible for veteran education and training benefits fails to enter a course, withdraws, or training is discontinued at any time prior to completion, the amount charged will be an approximate pro-rata portion of total charges for tuition, registration fees, and other charges collected by USTDTS that the length of the completed portion of the course bears to its total length less \$10.00 for the registration fee.

### **RETURN OF TITLE IV FINANCIAL AID FUNDS (R2T4)**

If a student withdraws or stops attending, federal financial aid regulations require that a calculation be done on financial aid funds received for that payment period. Since USTDTS is required to take attendance, when a student drops officially or unofficially, the last day of attendance will be used as the withdrawal date when performing the R2T4 Calculation. Federal financial aid is not 100% earned until the attendance has exceeded 60% of the payment period. Because of the calculation, a student may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return. Students should contact the Financial Aid Office at the school for additional information about the R2T4 (Return to Title IV) calculation. (% of enrollment that is completed) X (the total Title IV funds disbursed) + the Title IV funds that could have been disbursed by federal guidelines = the amount of Title IV aid earned.

- Official withdrawal from a program is communicated to the admissions and/or training department in writing or verbally.
- Unofficial withdrawal commences on the 14<sup>th</sup> consecutive day of absence with no prior communication with the institution. The institution will attempt to reach out to students when absent

Any Title IV financial aid that is unearned must be returned. If the student does not receive the full Title IV that he/she earned, then a post-withdrawal disbursement may be made.

**The calculation steps are as follows:**

- 1. DETERMINE THE WITHDRAWAL DATE**

The withdrawal date, which is the last day of attendance (LDA) for both official and unofficial withdrawals, is used to calculate the amount of earned and unearned federal aid for the payment period.

**2. CALCULATE THE PERCENTAGE OF ENROLLMENT PERIOD COMPLETED**

Divide the number of scheduled hours until LDA by the number of scheduled hours in the payment period. If the percentage is greater than 60, the student has earned 100 percent of Title IV aid.

**3. CALCULATE THE AMOUNT OF EARNED TITLE IV AID**

Multiply the percentage of the earned hours (if less than 60%) by the total Title IV aid disbursed or that could have been disbursed according to late disbursement rules.

**4. CALCULATE THE AMOUNT TO DISBURSE (PWD) OR TO RETURN**

Returned = Title IV disbursed minus aid earned; PWD = Aid earned minus Title IV disbursed

**5. CALCULATE AMOUNT OF UNEARNED TITLE IV AID**

Determine institution charges for the payment period. The institution is required to return the lesser of Title IV to be returned or amount of unearned charges.

**RETURN OF TITLE IV FUNDS**

a. These funds must be returned within 45 days of determination that the student has withdrawn (officially or unofficially for nonattendance).

b. The student may be responsible for any balance of unearned Title IV funds that were not required to be returned by the institution.

- If the student's portion of the aid to be returned is a loan, the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
- If the student's portion of aid to be returned is an overpayment of a grant, the student is required to repay only the amount exceeding 50 percent of the total grant for original amounts over \$50. The institution will notify the student of the amount and the procedures for repayment, if this is required. If the student does not repay the funds, the student is not eligible for federal Title IV funds at any institution until the overpayment is paid. The institution can refer a student overpayment that is not paid by the student to the US Department of Education.

**6. RETURN OF UNEARNED TITLE IV FUNDS**

The institution allocates the return of Title IV funds, and any overpayment funds collected from the student, by reducing or eliminating outstanding balances on the funding source, received by the student for the enrollment period for which he/she was charged. The return of funds is processed within 45 days from the date of determination of withdrawal, in the following order:

- Unsubsidized federal Stafford loans

- Subsidized federal Stafford loans
- Federal Parent PLUS loans
- Federal Pell Grant

**Post-withdrawal disbursements:** If the calculation results in earned funds that have not been paid to the student account, a post-withdrawal disbursement may be calculated. If student loans are included in the aid that has not yet been paid, the student will have the option to decline the loan funds, so he/she does not incur additional debt. A post-withdrawal disbursement of loan funds is not an option for first-time/first-year borrowers who withdrew during the first 30 days of enrollment because loans cannot be disbursed. The institution may use all, or a portion of, grant funds eligible for a post-withdrawal disbursement toward tuition, fees without student permission. If the student has any other charges, the student must give permission to use the grant funds.

**NOTE:** The federal regulations governing Title IV aid refunds are separate from the institution's refund policy for tuition and charges. Withdrawing from classes may also impact satisfactory academic progress.

#### **LEAVE OF ABSENCE POLICY**

US Truck Driver Training School, Inc. allows students to take a leave of absence when deemed necessary. If the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. The institution will not assess the student any additional institutional charges, the student's need will not increase, and therefore, the student is not eligible for any additional Title IV aid. The school will approve the student's request for a LOA in accordance with the school's **policy**.

For a Leave of Absence (LOA) to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal, a student must meet certain conditions. For a LOA to qualify as an approved LOA:

- A student must submit a written request and include the reason for the request.
- A student must follow the school's policy in requesting the LOA.
- There must be a reasonable expectation that the student will return from the LOA.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

#### **COURSE REPETITION POLICY**

Students wishing to repeat a course/segment of the program to earn a higher grade can do so. The higher grade of the two will replace the lower grade. However, repeating a course will affect the maximum allowable time frame for a program. For example, the Professional Tractor Trailer



Training Program 602 program duration is 4 months. Multiply this by 143% and it amounts to 6 months to finish the repeated portion of the program.

Student's SAP requirements are updated once new grades are available. Both quantitative and qualitative requirements are followed.

Students that exceed the MTA and need to repeat will not be eligible for financial aid and must pay for additional tuition expenses through private non-federal aid means.

For example, to repeat a portion of the first 301 hours of the Professional Tractor Trailer Training Program, the cost to repeat the portion of the course is calculated by dividing the total of the tuition and fees by total number of clock hours and multiplied by the clock hours in the Professional Tractor Trailer Training Program.

$$\frac{\$4202.50 \text{ (1st Payment Period 301 hours tuition and fees)}}{301 \text{ (1st Payment Period attempted hours)}} = \$13.96 \text{ (cost per attempted hour)}$$

$$\$13.96 \text{ (cost per attempted hour)} \times (40 \text{ attempted clock hours of pre-trip}) = \$558.40 \text{ (Total student pays)}$$

#### **FAILURE TO ATTEND TRAINING / READMISSION AND RE--ENRTY**

The procedure for switching and/or dismissal from USTDTs programs in relation to excessive absenteeism are as follows: On the third consecutive day that the student is has an unexcused absence, the Director of Educational Services is notified, and a call is placed to the student. On the fourth consecutive day that the student has an unexcused absence, the termination procedure will commence. A final phone call will be placed to the student and a drop slip will be inserted into the students file. *Students wishing to return to USTDTs after excessive unexcused absenteeism of three or more days may be required to write a letter the school stating the reasons why he or she was absent from the program and request for reinstatement.* Reinstatement is subject to availability.

#### **FINANCIAL AID SUSPENSION STATUS**

The first time you do not meet SAP standards, you will be placed on Financial Aid Suspension with a right to appeal. This means you are close to losing your financial aid eligibility. You will have 10 days from the financial aid suspension notification to appeal. Please allow 10 days for the appeal to be reviewed. If the school officials agreed with your appeal, you will be placed on Financial Aid Probation, receive aid for the second payment period, and have the opportunity to complete the program using your financial aid. If the appeal is denied by the school officials, you will remain on Financial Aid Suspension, lose your financial aid, and must pay cash if you desire to remain in the program.

### **PROBATION STATUS AND ACADEMIC PLAN:**

Students that have appealed their FA probation determination may be placed on an Academic Plan. Students must successfully follow the SAP academic plan while in this status. Students will be monitored by Financial Aid Office at the end of the next payment period.

If students meet the SAP standards at the end of the probation period, their SAP status will reset back to “Meets SAP.” If students do not meet the SAP standards at the end of their probation, they will be ineligible for program completion, and will not receive financial aid or institutional financial aid. Students will be required to pay for their own additional education and living expenses.

### **RE-ESTABLISHING FINANCIAL AID ELIGIBILITY:**

A student may also be reinstated for financial aid by completing all three requirements (GPA, PACE, and MTF) at USTDTS while on a self-payment plan option. Once a student has completed all three requirements (GPA, PACE, and MTF), the student will regain good standing. This option is NOT available to students who have been dismissed from financial aid because of exceeding their maximum time frame hour’s limit. Students can appeal their MTF if their maximum time is reached while on academic plan. Student must submit a written request to the Financial Aid Office. Students must indicate valid reason why he/she is appealing the MTF and what will be accomplished if appeal is approved.

### **ATTENDANCE**

USTDTS is an attendance taking institution, students must sign in on each scheduled day if in attendance. When a student finds it necessary to be absent for an extended period, an explanation must be made to the director of educational services. Additionally, if the Director of Educational Services believes that a student’s absences have been excessive and unjustified, the director of educational services may request that the student be withdrawn from the course.

### **INCLEMENT WEATHER PROCEDURES**

In case of inclement weather, an emergency notification may be issued utilizing one or more of the following methods:

- Email
- Text messaging
- Voice messaging
- Contacting the local media
- Face-to-face communication, if deemed necessary

Additionally, anyone with information warranting an emergency notification may report the circumstances to the Campus Authority by calling **586-838-1268** or by coming into the office.

Due to the nature of services provided at USTDTS (classroom, yard, and road), instructors will be notified of an emergency and they will immediately notify their students.

General information about the emergency response and evacuation procedures for USTDTs are publicized each year as part of the institution's Clery Act compliance efforts (*Annual Security and Fire Safety Report*).

### **CANCELLATION OF CLASSES**

*Should inclement weather conditions arise or be anticipated that would make class attendance unsafe, the President may elect to cancel classes for a defined period of time. If so, students and faculty are released from all classes held on-campus and off-campus sites, and they may leave the institution at the designated time. All other employees, however, are required to complete their normal work shift and assignments. Appropriate media outlets will be kept apprised of the status of the institution.*

### **TERMINATION PROCEDURES**

Trainees to be terminated are notified in writing and may appeal to the Director of Educational Services within one week of their "Notice of Termination."

### **CONFLICT RESOLUTION PROCEDURE**

If a trainee has a conflict, disagreement, or dispute with another trainee, a USTDTs staff member, a grade, scheduling issue, policy, or any other items they disagree with trainees should follow the proper conflict resolution procedure. It is important that the trainee follow the chain of command and follow the following steps to resolve the issue. If the issue is not resolved during one of the steps, the trainee should proceed to the next step in the procedure.

1. Meet with the instructor that you are assigned to at the time of the conflict.
2. Meet with the Director to discuss a resolution
3. Schedule an appointment with the Director by speaking to the receptionist who will make an appointment.
4. Schedule an appointment with the President or by speaking to the receptionist who will make an appointment
5. Meet with the President.

### **CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504

and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the US Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). For legal alternatives to unauthorized downloading, visit [www.educause.edu](http://www.educause.edu), and search "legal sources of online content" for a list of options.

Federal copyright laws are included in the NWSC Code of Conduct, therefore, sanctions for violations of the code are listed under the Code of Conduct section of this catalog.

### **COPYRIGHT AND LICENSES**

US Truck Driver Training School adheres to the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions to explicitly inform students that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

### **PRIVACY OF RECORDS**

US Truck Driver Training School complies with the Family Educational Rights in Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Students must verify identity to the admissions record dept., the Director of Financial Aid, or other appropriate official of the school. The USTDTS official will decide for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom it should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the school to amend a record that they believe is inaccurate. They should write the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advice on the reasoning behind the decision.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic research, or support

## CONSUMER SAFETY INFORMATION

The USTDTs has had zero violent or non-violent crimes committed on campus during the past three years. In the event, any crime does occur the school will post a notice as an advisory to students and staff informing them that a crime has been committed on campus.

## PHYSICAL AND INTELLECTUAL DISABILITY SERVICES

For students with documented physical and intellectual disabilities, it must be determined if the student can pass a DOT physical to complete a program. School personnel, including instructors and advisors, are provided a variety of resources including but not limited to handicap restroom access and wheelchair access. Students who anticipate needing accommodations in any course are asked to decide with the instructor during the first week of the course. Both instructors and student advisors are available to refer students with disabilities to various resources and strategies, including after hour remedial training and physical disability waivers.

For those in need of any disability waivers or exemptions please visit the following link for assistance.

<https://www.fmcsa.dot.gov/medical/driver-medical-requirements/driver-exemption-programs>

## ACADEMIC DISHONESTY

Academic dishonesty will not be tolerated at US Truck Driver Training School, Inc. Any student found to be participating in academic misconduct or plagiarism will receive an automatic zero for that assignment and may also result in dismissal from the program, subject to review by the Director of Training and the Vice-President.

- **Plagiarism:** presenting someone else's words, ideas, or data as your own work.
- **Fabrication:** using invented information or the falsifying research or other findings.
- **Cheating:** misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered.
  - Examples include, but are not limited to, the following:
    - Copying from another student's work;
    - Allowing another learner to copy from your work;
    - Taking credit for and submitting materials without permission from your instructor's permission;
    - Collaborating on an assessment (graded assignment or test) without permission from the instructor; or,
    - Taking a test for someone else or permitting someone else to take a test for you.
- **Academic misconduct:** includes other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing answers to tests, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes.

## US TRUCK DRIVER TRAINING SCHOOL STUDENT CODE OF CONDUCT AND POLICIES

Students must adhere to the high standards of US Truck Driver Training School's code of conduct. Students whose conduct reflects discredit upon him or herself or US Truck Driver Training School may be subject to probation and/or termination. Termination from the program will result in the termination of VA education benefits. The trainee must adhere to conduct that will not interfere with the learning progress of any other trainees, the classroom presentation by the instructor, or the progress of the class.

The administration of US Truck Driver Training School reserves the right, in the exercise of its judgment, to place on probation and/or terminate a trainee on any of the following grounds:

- a. Violation of rules and regulations of US Truck Driver Training School
- b. Conduct that reflects unfavorably upon US Truck Driver Training School, its staff, faculty and/or its students (including on the road driving and behavior while on the road)
- c. Unsatisfactory academic progress
- d. Excessive absences or tardiness
- e. Failure to pay fees when due and/or to make available required documents
- f. Cheating
- g. Falsifying US Truck Driver Training School records
- h. Breach of US Truck Driver Training Enrollment Agreement
- i. Demonstrating poor judgment or inability to function properly and/or professionally
- j. Entering US Truck Driver Training premises while under the influence of alcohol, drugs, or narcotics of any kind
- k. Carrying a concealed or potentially dangerous weapon
- l. Using, selling, buying, distributing or offering for sale any illegal substance
- m. Aiding, abetting, or inciting others to commit any act that would detract from the continuity of the normal operation
- n. Theft

A student terminated for non-adherence to the listed codes of conduct may apply for reinstatement. Re-admittance is determined by the President or Vice-President. A trainee placed on probation may be removed from probation status if he/she demonstrates continued adherence to the US Truck Driver Training School policies and codes of conduct.

## SCHOOL RULES

1. **Student parking:** Students must park in designated area only
2. **Documentation:** Driver's license, TIP, DOT – a student who does not have all three documents in their possession will not be permitted to operate our equipment.
3. **Medication:** Any student taking any type of medication (prescribed or over the counter) must inform the Director of Training before operating school equipment. Certain types of medication can impair a person's ability to operate a motor vehicle.
4. **Attendance:** Unexcused absences will not be permitted and will result in disciplinary action. Three consecutive unexcused absences will result in a drop or transfer.

5. **Start time:** Classes are scheduled between 7:00 am and 7:00 pm. The specifics of each classes schedule will be communicated by the institution. Students who do not answer roll call will be considered tardy and the school will notate each tardy in the Student Information System (SIS). Lunch and training breaks are included in the attendance policy.
6. **USTDTS equipment:** There will be no smoking, eating, or drinking in any of the school's vehicles. Any student violating this rule may be subject to pay cleaning fees or repairs. Abuse or misuse of US Truck Driver Training School equipment will not be tolerated for any reason and is grounds for immediate termination.
9. **Trash:** Students are expected to clean their own mess after lunch and at the end of the day. Trash cans and wastepaper baskets are located all over school grounds, so please use them.
10. **Think and practice safety always:** Students may not operate equipment unless an instructor is present. Instructors are equipped with whistles, if you hear them it means stop what you are doing. If you continue to move and hit something, you may be dismissed from class. While in the yard, the trucks must remain in either first gear or reverse. Students operating personal vehicles must obey the speed limit of 10mph on campus. Violation of this rule may restrict entering school property with a personal vehicle.
11. **Weapons:** Firearms and/or weapons of any kind are strictly prohibited on school grounds or in any our vehicles. Failure to adhere to this policy will result in expulsion from the program.
12. **Gambling:** There will be no gambling of any kind on school property.
13. **Fighting:** Students are expected to maintain good behavior while in training. Fighting will not be tolerated. Any student(s) involved in a fight will result in an expulsion.
14. **Listen and learn:** Insubordination, abusive profanity, racial slurs, and/or refusing to follow directions will not be tolerated. Students must not argue with instructors. All problems with instructional staff members should be taken up with the Director of Training.
15. **Cell phones:** There are no cell phones allowed in the classroom, range, or road. Phones must be out of site. This policy is to enhance the academic environment for all students and to promote safety during the hands-on portion of the program

#### **US TRUCK DRIVER TRAINING SCHOOL STUDENT DRESS CODE POLICY**

Trainees are to be properly attired at all times (no tank tops or excessively loose clothing). Shirts with sleeves must be worn always. Footwear must consist of hard-soled shoes. No sandals, canvas-type, or slick-soled shoes are allowed. Students must also practice proper hygiene habits (i.e. showering) and be courteous to those around them.

#### **ELECTRONIC DEVICES**

Please do not use cell phones, pagers, or video games during class. This creates a distraction that infringes on the rights for the rest of the students in the class. You will be asked to leave the class if you cannot abide by this request. Talking on cell phones is also strictly forbidden while driving USTDTS Equipment.

### **PROHIBITED HARRASEMENT POLICY**

Pursuant to USTDTS's policy of equal employment opportunity and nondiscrimination, the Institution will maintain working/educational environments for its employees/students that are free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics is prohibited and against the policies of the Institution.

An example of prohibited harassment is sexual harassment. Sexual harassment involves the following:

(a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education.

(b) making submission to or rejection of such conduct the basis for employment/ educational decisions; or (c) creating intimidating, offensive, or hostile working/educational environments by such conduct.

### **SEXUAL MISCONDUCT POLICY STATEMENT**

USTDTS does not discriminate on the basis of sex. Sexual harassment and sexual violence are considered types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not. These other acts include dating violence, domestic violence, and stalking. USTDTS issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct and the educational programs and procedures that address the reporting, investigation, and adjudication of sexual assault, domestic violence, dating violence, and stalking. This policy applies whether those acts occur on or off campus and when they are reported to a Campus Authority. In this context, USTDTS prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain campus environments emphasizing the dignity and worth of all members of the Institution community.

### **ANTI-BULLYING POLICY**

It is the policy of USTDTS to provide safe environments for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behaviors. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

USTDTS prohibits any form of bullying or harassment. This prohibition includes written, physical, verbal, and psychological abuse including hazing, gestures, comments, threats, or actions that cause (or threaten to cause) bodily harm, reasonable fear for personal safety, or personal degradation. Bullying is not the same as teasing, however, repeated, harmful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.



Bullying fosters climates of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying and harassment create conditions that undermine the ability of individuals to achieve their full potential.

**The following are examples of bullying or harassment:**

**Verbal bullying:** Repeated comments made to, or about, a person by one or more people. These comments can include name calling, intimidation, and humiliation tactics. Verbal bullying often happens when an imbalance of power exists between the bully and the bullied person, but sometimes the goal is to create this imbalance. When bullying creates a hostile environment and is based on a protected category, it could rise to the level of unlawful harassment.

**Physical bullying:** Repeated physically aggressive actions toward a recipient. Some forms of physical bullying constitute assault, battery, or false imprisonment. Even if no one complains, physical bullying may be occurring.

**Social bullying:** Harming a person socially, often resulting in social isolation of the victim. Examples of social bullying include spreading rumors, staring and laughing, or shunning.

**Cyber bullying:** Using digital means such as the internet, social media, cell phones, or other electronic devices to bully someone.

**Other:** Bringing, or threatening to bring, baseless legal actions against someone to control or punish him or her.

Students who believe that they have been the subjects of bullying or harassment should report the alleged conduct immediately to the Director of Educational Services. An investigation of all complaints will be undertaken immediately. The investigation and its results will remain confidential to the extent possible.

Any employee/student found by the institution to have bullied or harassed an employee/student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file up to and including termination/ expulsion.

Retaliating or discriminating against a student for complaining about bullying, harassment, or participating in an investigation is prohibited.

The institution recognizes that the issue of whether bullying or harassment has occurred requires a factual determination based on all of the evidence received. The institution also recognizes that false accusations of bullying or harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination.

**STUDENT GRIEVANCE POLICY**

If all conflict resolution steps have been followed and no solution been made a student may submit a formal grievance outlined in the steps below.

1. Student may submit a written complaint to the Vice-President of US Truck Driver Training School. Within 5 business days, after receiving the formal, written grievance from the student, US Truck Driver Training School will outline the steps that will be followed to resolve the issue. To be considered a “formal student grievance,” the information submitted by the student needs to present full details, including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve their grievance.

2. If the student is still not satisfied with resolution, they may schedule a meeting with the President of US Truck Driver Training School to discuss their grievance.

3. If the grievance is not satisfactorily resolved within the school, students have the right to submit their grievance to the Council on Occupational Education at 7840 Roswell Road Building 300 Suite 325, Atlanta, GA 30350

4. Students can also contact the Michigan Department of Licensing and Regulatory Affairs CSCL/Complaints at PO Box 30018, Lansing, MI 48909.

**Phone:** 517-241-7000

**Web:** <https://www.michigan.gov/lara>

#### **STATEMENT OF NON-DISCRIMINATION**

USTDTS shall exclude no persons from participation, deny any benefits, or subject any person to any form of discrimination based upon gender, race, age, creed, religion, nation of origin, or physical disability. Applicants should, however, be aware that acceptance into the USTDTS programs are based upon eligibility to obtain CDL licensure and, when applicable, employment. For this reason, students admitted to USTDTS must meet the basic qualifications as mandated by the Federal Motor Carrier Safety Regulations (FMCSR) which may include, but are not limited to, the possession of a current DOT medical card, being able to communicate in English, both orally and in writing, and the ability to meet driver record eligibility requirements. More information about eligibility, requirements and limitations according to the FMCSR may be found in the Michigan Commercial Driver’s License Manual Introduction (pg. I-Xiii) or the Federal Motor Carrier Safety Regulations, 49 CFR S. 383-CDL Standards, Requirements and Penalties and S. 391-Qualifications of Drivers.

Additional information or clarification of policies may be obtained from:

- the USTDTS Admissions Department regarding DOT regulation position;
- a trustee or outside contractor such as an attorney or auditor acting as an agent for the school; or,
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, volunteers and other non-employees performing institutional services and functions as school officials with legitimate education interests.

A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent:

- to officials of another school in which a student seeks or intends to enroll;

- to accrediting agencies;
- to comply with a judicial order or lawfully issued subpoena;
- about financial aid for which a student has applied; about a health and safety emergency; to military recruiters.

The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records, unless the student gives written permission. The school reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.

The school's department directors, Vice-President, or President may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.

The right to file a complaint with the US Department of Education concerning alleged failures by US Truck Driver Training School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4065

## **STUDENT RECORDS**

### **RETENTION OF RECORDS**

USTDTS will securely store all necessary student records including VA educational benefits and US Department of Education financial aid records for a period of three years following course completion. A transcript will be stored indefinitely.

### **TRANSCRIPT AND CERTIFICATE REQUEST POLICY**

Students must be current on all tuition dues to receive copies of transcripts or for transcript information to be released to employers. Students must request and verify their identity to process request.