

US TRUCK DRIVER TRAINING SCHOOL | 6500 15 MILE RD., STERLING HEIGHTS, MICHIGAN 48312



STUDENT HANDBOOK

PUBLICATION DATE:
07/01/2018

I HEARBY CERTIFY THAT THE CONTENTS
FOUND HEREIN ARE TRUE AND CORRECT
IN CONTENT AND POLICY.

TYLER LABARGE
VICE PRESIDENT

OPEID # 04255100

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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 U.S. 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 U.S. 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 wreck less 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. These tests are administered by a third party medical center (DOT Physical) and Secretary of State (TIP) no later than the third day of the first week of class.

ADMISSIONS POLICY

To apply for admittance to USTDTs, applicants must complete an admissions application, be interviewed and qualified by a school admissions representative. Applicants must provide copies of their drivers' licenses and social security cards or W2 (Only needed for students who

are receiving private financial assistance) The information provided in the application process is used to verify applicants' eligibility to receive a 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 U.S. Truck Driver Training School before acceptance will be interviewed by telephone.

Enrollment - Prior to signing an enrollment agreement, you must be given a catalog or brochure, which you are encouraged to review prior to signing any enrollment agreement.

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 Packet
- Signed Acknowledgment of Students Responsibilities Form
- Copy of current Drivers' License
- Additional items required for students receiving federal student aid
 - A high school diploma, GED, or its equivalent
- Additional items required for students receiving private financial assistance
 - Copy of social security card or W2

PROGRAM OVERVIEW GENERAL CDL CERTIFICATION COURSE 80 (HOURS)

This course is meant for people with 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: Temporary Instructional Permit (TIP) must be obtained before you are able to go to the road. 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 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 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

- D.O.T. Physical: \$80.00 *paid to USTDTS (Third Party D.O.T. 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

MEETING TIMES GENERAL CDL CERTIFICATION COURSE 80 (HOURS)

Classes 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 - 7:00 a.m. – 7:00 p.m. Mon-Fri) 2 weeks

Lunch 12:00 p.m. – 1:00 p.m.

Part-Time Students - 7:00 a.m. – 7:00p.m. (Sat- Sun) 5 weekends

Lunch 12:00 p.m. – 12:30 p.m.

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: 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 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 ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS)

REQUIRED USTDTS CHARGES

- Tuition: \$5995.00 (Effective for all students starting after 8/1/2018)
- 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

- D.O.T. Physical: \$80.00 *paid to USTDTS (Third Party D.O.T. 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

MEETING TIMES ENTRY-LEVEL TRACTOR TRAILER TRAINING 160 (HOURS)

Classes 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 - 7:00 a.m. – 7:00 p.m. Mon-Fri) 4 weeks

Lunch 12:00 p.m. – 1:00 p.m.

Part-Time Students - 7:00 a.m. – 7:00p.m. (Sat- Sun) 10 weeks

Lunch 12:00 p.m. – 12:30 p.m.

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 trucking 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: 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 (Effective for all students starting after 8/1/2018)
- Registration Fee: \$25.00
- Class A License Road Test Fee: \$100.00 (\$100.00 fee for all additional road tests taken)
- Class B License Road Test Fee: \$100.00 (\$100.00 fee for all additional road tests taken)
- Drug Test: \$40.00 *paid to USTDTS

REQUIRED MEDICAL CHARGES

- D.O.T. Physical: \$80.00 *paid to USTDTS (Third Party D.O.T 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

MEETING TIMES PROFESSIONAL TRACTOR TRAILER TRAINING 602 (HOURS)

Classes 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 7:00 a.m. – 7:00 p.m. Mon-Fri) 18 weeks

Lunch 11:30 a.m. – 12:00 p.m.

FAILURE TO ATTEND TRAINING

The procedure for switching and/or dismissal from USTDTs programs in relation to excessive absenteeism are as follows: On the second consecutive day that the student is has an unexcused absence the Director of Training is notified and a call is placed to the student. On the third 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.

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.

It is important to know that students who do not achieve the minimum standards as described below will no longer be eligible for Title IV aid. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows: The Entry Level Tractor Trailer Training Program 160 is evaluated quarterly at the end of each 40 hours of training. The professional Tractor Trailer Training Program 602 is evaluated quarterly at the end of each 150

hours (approximate) of training. An evaluation is issued quarterly during the course using the time table 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

Quarter One: 40 Hours (End of 1st Week)

Quarter Two: 80 Hours (End of 2nd Week)

Quarter Three: 120 Hours (End of 3rd Week)

Quarter Fourth: 160 Hours (End of Program)

PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602

Quarter One: 150 Hours (Middle of 5th Week)

Quarter Two: 300 Hours (End of 9th Week)

Quarter Three: 450 Hours (Middle of 14th Week)

Quarter Fourth: 602 Hours (End of Program)

This evaluation will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of the evaluations ensures that each student is consistently monitored and has ample opportunity to meet both the attendance and academic progress requirements of the program on a consistent basis. Additionally, the frequency of evaluations ensures that students have had at least one evaluation by the midpoint in the course. 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 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 **80%** of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. 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 **80%** cumulative attendance since the beginning of the course which will indicate, given the same attendance rate, the student will graduate within the maximum time frame allowed.

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

Quarter One: 40 Hours (End of 1st Week)/ PACE at 80% = 32 hours need to be completed.
Quarter Two: 80 Hours (End of 2nd Week)/PACE at 80%= 64 hours need to be completed.
Quarter Three: 120 Hours (End of 3rd Week)/PACE at 80%= 96 hours need to be completed.
Quarter Fourth: 160 Hours (End of Program)/PACE at 80%=128 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 be considered maintaining satisfactory attendance progress. 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, the student will graduate within the maximum time frame allowed.

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

Quarter One: 150 Hours (Middle of 5th Week)/PACE at 70%=105 hours need to be completed.
Quarter Two: 300 Hours (End of 9th Week)/PACE at 70%= 210 hours need to be completed.
Quarter Three: 450 Hours (Middle of 14th Week)/PACE at 70%=315 hours need to be completed.
Quarter Fourth: 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, the course 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

PROFESSIONAL TRACTOR TRAILER TRAINING PROGRAM 602

Per U.S. Department of Education Guideline, 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

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.

WARNINGS AND PROBATION 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 appealed and been approved to be on probation.

FINANCIAL AID WARNING STATUS

The first time you do not meet SAP standards, you will be placed in Financial Aid Warning. This means you are close to losing your financial aid eligibility. You are still eligible for financial aid.

FINANCIAL AID SUSPENSION STATUS

If you were in Financial Aid Warning and you did not meet SAP requirements by the end of the warning period, you are immediately placed on Financial Aid Suspension. You will not receive federal or institutional financial aid. You may appeal this status.

APPEAL:

A student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Financial Aid Office. The request is to be presented within fourteen (14) days of the non-satisfactory progress status determination and must describe any unforeseen circumstances that the student believes deserve special consideration. USTDTS will evaluate the appeal within fourteen (14) business days and will notify the student in writing of the decision. All decisions are final. Student may not reappeal on the decision.

PROBATION STATUS AND ACADEMIC PLAN:

If you have successfully appealed a Financial Aid Suspension, you will receive an Academic Plan and be placed on probation for one payment period. You must successfully follow your SAP Academic Plan while in this status. You will be monitored by Financial Aid Office at the end of the next payment period.

If you meet the SAP standards at the end of the Probation period, your SAP Status will reset back to “Meets SAP.” If you do not meet the SAP standards at the end of your Probation, you will be placed back into Suspension and will not receive financial aid or institutional financial aid. You would be required to pay for your 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.

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, 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, “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.

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 stop attending school without prior notice. Students are unofficially withdrawn from their program of study when no contact is made for three consecutive days. 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 students 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.

TRANSFERS

Credits earned at U.S. 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. U.S. Truck Driver Training School will furnish transcripts to another institution at the request of the student. The ability to transfer credits from U.S. 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 accept 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 schools employment partnerships and to provide safety to the general public from unqualified trainees.

COURSE REPETITIONS

When a student fails the attempted portion of the Professional Tractor Trailer Training Program 602 and wishes to repeat the failed portion of the course, one attempt to repeat will be allowed and financial aid can be used.

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.

$$\frac{\$4,202.50 \text{ (1st Payment Period 301 hours tuition and fees)}}{301 \text{ (1st Payment Period attempted hours)}} = \$13.96 \text{ (cost per attempted hour)}$$

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

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 by 143% equals 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.

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.

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.

GRADUATION AND COMPLETION

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 90% 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.

PHYSICAL AND INTELLECTUAL DISABILITY SERVICES

For students with documented physical and intellectual disabilities, it must be determined if the student can pass a D.O.T. 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

Will not be tolerated at U.S. 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
 - 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.

U.S TRUCK DRIVER TRAINING SCHOOL STUDENT CODE OF CONDUCT AND POLICIES

Students must adhere to the high standards of U.S. Truck Driver Training School's code of conduct. Students whose conduct reflects discredit upon him or herself or U.S. 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 U.S. 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 U.S. Truck Driver Training School

- b. Conduct that reflects unfavorably upon U.S. 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 U.S. Truck Driver Training School records
- h. Breach of U.S. Truck Driver Training Enrollment Agreement
- i. Demonstrating poor judgment or inability to function properly and/or professionally
- j. Entering U.S. 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 Vice President. A trainee placed on probation may be removed from probation status if he/she demonstrates continued adherence to U.S. 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: Any 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:** Un-excused 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:** Class begins at 8:00 a.m. unless otherwise specified. Students who do not answer roll call will be considered tardy, and the school will notate each tardy in the student file. 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 U.S. 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 waste paper 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 1st 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 or range. Phones must be out of site. This policy is to enhance the academic environment, and to promote safety during the hands-on portion of the program.

DRUGS AND ALCOHOL POLICY:

U.S. Truck Driver Training School is grounded in the principles of student achievement, health, and safety; hence, 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 drivers 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://drugabuse.com/usa/drug-abuse/michigan/>

U.S. TRUCK DRIVER TRAINING SCHOOL STUDENT DRESS CODE POLICY

Trainees are to be properly attired always (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.

TERMINATION PROCEDURES

Trainees to be terminated are notified in writing and may appeal to the Director of Training within one week of "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 of Training to discuss a resolution
3. Schedule an appointment with the Director of Admissions by speaking to the receptionist who will make an appointment.
4. Meet with Director of Admissions during your scheduled appointment.
5. Schedule an appointment with the Vice- President by speaking to the receptionist who will make an appointment
6. Meet with the Vice-President

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 U.S. Truck Driver Training School and a response will be given, in writing, within 5 business days.
2. If the student is still not satisfied with resolution they may schedule a meeting with the vice-president and/or the president of U.S. 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:
 - Michigan Department of Licensing and Regulatory Affairs
CSCL/Complaints P O Box 30018 Lansing, MI 48909.
 - Phone: 517-241-7000 or 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 regulations.

SECURITY REPORT

This information is being provided to you as a part of U.S. Truck Driver Training Schools commitment to safety and security on its campus and follows the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

U.S. Truck Driver Training School is in an urban environment approximately 9 miles north of the city of Detroit. The school operates within the city limits of Sterling Heights, MI.

The school trains between 400 – 500 students per year for various programs and certification courses.

REPORTING CRIMES & EMERGENCIES

If any student or employee witnesses a crime they are required to contact the local authorities by calling 911. On campus disputes are typically settled without violence or the need for law enforcement, but in the case that a situation escalates the authorities should be contacted immediately. The school has phones that students have access to in the main lobby and media center. Cell phones can be used if readily available.

Confidential Reporting - U.S. Truck Driver Training 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.

Crime Log – The school maintains a crime log.

Emergency Response & Evacuations – U.S. Truck Driver Training School practices emergency response procedures during the academic school year. Evacuation plans are posted throughout the school and fire drills are held randomly during class sessions.

Maintenance & Security 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.

Safety and Security Information Report & Fire Safety Report 2017 -

Nature of Criminal Act	# of cases reported on campus	Nature of Criminal Act	# of cases reported on campus
Criminal Homicide	0	Drug possession or use	0
Negligent Manslaughter	0	Hate crimes	0
Sex crimes including rape or indecent exposure	0	Racial crimes	0
Robbery	0	Sexual orientation crimes	0
Aggravated assault	0	Religious crimes	0
Burglary	0	Larceny	0

Motor Vehicle Theft	0	Simple Assault	0
Arson	0	Intimidation	0

Responding to Reports of Sexual & Relationship Violence – Individuals who have experienced sexual and relationship violence whether on campus or off campus are strongly encouraged to report the incident. A report serves as a means of documenting the incident and allows for immediate response by the school and/or authorities.

Reports should be made to one of the school’s department directors:

1. Director of Training
2. Director of Admission
3. Vice President
4. President

All reports will be addressed in a prompt, fair, and impartial manner through the existing applicable school policies and processes. This will include making determinations as to whether this policy has been violated and, if so, potentially imposing discipline.

For victims of sexual abuse please use the following links for support:

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

Sterling Heights Police Department
Police Department
40333 Dodge Park Road
Sterling Heights, MI 48313

Phone: 586-446-2801
Phone: 586-446-2800 (Non-Emergency)

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.

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 U.S. 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.

U.S. 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.

CAREER PLACEMENT ADVISEMENT

Please note that U.S. Truck Driver Training School **does not guarantee** employment. U.S. Truck Driver 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

MEDIA SERVICES

Media services are available during normal operation of business. The students have access from 8:00 a.m. to 5:00 p.m. Monday - Friday and Saturday 10:00 a.m. to 2:00 p.m. 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.

CONSTITUTION DAY

Annually, on September 17th, the USTDTS campus holds a special activity event in observance of the adoption of the United States Constitution. If the 17th 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.

For students interested in registering early on, please visit

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

COPYRIGHT AND LICENSES

U.S. 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.

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, 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 U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. For legal alternatives to unauthorized downloading, visit 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. Hence, sanctions for violations of the Code are listed under the Code of Conduct section of this Catalog.

PRIVACY OF RECORDS

U.S. 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., Director of Admissions, 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

position; a trustee or outside contractor such as an attorney or auditor acting as an agent for the school; 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 Schools 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 U.S. Department of Education concerning alleged failures by U.S. 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
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4065

RETENTION OF RECORDS

USTDTS will securely store all necessary student records including VA Educational benefits and U.S. 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.

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 missing more than 15% of the required hours will be withdrawn from the training program. Students with (3) consecutive unexcused absences will be withdrawn from the training program and the cancellation of student enrollment contract will commence. 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).
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 U.S. 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.

FINANCIAL AID

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, USTDTS provides the Student Catalog as means to disseminate required student consumer and "Right-To-Know" Act information. The school's Financial Aid Office aids students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the school will be provided with access to the required financial aid

forms and disclosures, the school catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

PRIMARY FINANCING OPTIONS

Cash Payment — The Cash option allows students to either pay their program costs in full prior to the start date of the program or make payment until the balance is paid in full.

VA Contract Billing Program: Students who are eligible to receive tuition assistance from the Veteran’s Administration must submit the military form to the school prior to the first-class session for the school to bill the Department of Veteran Affairs for the student’s program costs.

Financial Aid Programs — Financial aid consists of funding provided through federal sources to help cover educational expenses. This funding consists of Pell Grant that not have to be repaid. Pell grants are need based and only available to those who qualify. The schools Financial Aid Representative can assist students in determining if they qualify for aid.

Anyone seeking financial aid information or assistance, or seeking consumer information at the school will be provided with access to the required financial aid forms and disclosures, the school catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

Students must fill out the FAFSA to determine if they are eligible for aid. Below is the web address for the FAFSA application.

Some students applying for financial aid can be selected for verification. If a student is selected for verification, they should contact the financial aid office to obtain the necessary verification forms and complete the verification process. <https://fafsa.ed.gov/>

Eligibility is determined by the cost of attendance (COA) less the expected family contribution (EFC) = NEED.

Financial Aid:

Federal Pell Grant: The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

USTDTS does not provide access to federal student loans. Students may independently acquire third -party loans for payment like the self-pay cash-basis option, but this is not administered through the school.

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. The financial aid is calculated based on the student’s last day of attendance and any unearned aid must be

returned to the federal government. 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. $(\% \text{ of enrollment that is completed}) \times (\text{the total Title IV funds disbursed}) + \text{the Title IV funds that could have been disbursed by federal guidelines} = \text{the amount of Title IV aid earned}$. Official withdrawal from a program is communicated to the admissions and/or training department in writing or verbally. Unofficial withdrawal commences on the third consecutive day of absence with no prior communication to the Director of Training. The Director of Training will attempt to reach out to students when absent. If no contact is made the last day of school activity will serve as the last day of attendance for the unofficial withdrawal.

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.

Refunds from the student accounts for unearned student aid will be repaid in the following order:

- 1. Federal Direct Unsubsidized Loans***
- 2. Federal Direct Subsidized Loans***
- 3. Federal Direct Plus loans (parent loans)***
- 4. Federal Pell Grants***
- 5. FSEOG***
- 6. Employer***
- 7. Students***

All refunds are made within 45 days of the date of the school's determination of withdrawal. For refund purposes, institutional charges according to the federal guidelines are tuition, lab fees, textbooks, supplies, and graduation fees.

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, U.S. Truck Driver Training School must get the student's permission before it can disburse the loan. Students may choose to decline some or all the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the school within 14 days.

U.S. Truck Driver Training School may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education later.

PAYMENT POLICY

The school accepts the following forms of payment*: cash, check**, money order, Master Card, Visa, Discover, and American Express. 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.*

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

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.

FACILITIES AND EQUIPMENT

The school's campus is located at 6500 15 Mile Rd., Sterling Heights, MI 48312. The training site sits on a little over 3 acres of training space as well as a 5,000-sq. ft. building which includes our corporate offices, a classroom which is equipped with a computer based training system (CPS), shifting simulator, and media center (computer lab).

The facility contains ample space to practice maneuvers such as straight line backing, offset backing (left and right), and 90-degree ally docking. All training is performed on industry standard manual 9 and 10 speed Kenworth and International trucks coupled with 48 and 53 foot Fruehauf trailers.

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

ACCREDITATION AFFILIATION

U.S. Truck Driver Training School, Inc. is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325,
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