

# Institutional Information – 668.43

July 1, 2011

## COST OF ATTENDANCE – 2011/2012

### PROFESSIONAL TRUCK DRIVER PROGRAM - PHOENIX

#### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/fees			\$8,520.00
Books/Supplies			\$320.00
Room/Board	6	\$837.00	\$5,022.00
Personal/Misc.	6	\$221.00	\$1,326.00
Transportation	6	\$472.00	\$2,832.00
<b>TOTAL</b>		\$1,530.00	<b>\$18,020.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

#### *Students Living At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,520.00
Books/Supplies			\$320.00
Room/Board	6	\$268.00	\$1,608.00
Personal/Misc.	6	\$221.00	\$1,326.00
Transportation	6	\$472.00	\$2,832.00
<b>TOTAL</b>		\$961.00	<b>\$14,606.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### PROFESSIONAL TRUCK DRIVER PROGRAM – NORTH LAS VEGAS

#### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,520.00
Books/Supplies			\$320.00
Room/Board	6	\$847.00	\$5,082.00
Personal/Misc.	6	\$199.00	\$1,194.00
Transportation	6	\$316.00	\$1,896.00
<b>TOTAL</b>		\$1,362.00	<b>\$17,012.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

#### *Students Living At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,520.00
Books/Supplies			\$320.00
Room/Board	6	\$251.00	\$1,506.00
Personal/Misc.	6	\$199.00	\$1,194.00
Transportation	6	\$316.00	\$1,896.00
<b>TOTAL</b>		\$766.00	<b>\$13,436.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

# Institutional Information – 668.43

July 1, 2011

## PROFESSIONAL TRUCK DRIVER PROGRAM - FONTANA

### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,542.50
Books/Supplies			\$320.00
Room/Board	6	\$1,670.00	\$10,020.00
Personal/Misc.	6	\$338.00	\$2,028.00
Transportation	6	\$498.00	\$2,988.00
<b>TOTAL</b>		<b>\$2,506.00</b>	<b>\$23,898.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### *Students Living At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,542.50
Books/Supplies			\$320.00
Room/Board	6	\$294.00	\$1,764.00
Personal/Misc.	6	\$338.00	\$2,028.00
Transportation	6	\$498.00	\$2,988.00
<b>TOTAL</b>		<b>\$1,130.00</b>	<b>\$15,642.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

## PROFESSIONAL TRUCK DRIVER PROGRAM - CARSON

### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,542.50
Books/Supplies			\$320.00
Room/Board	6	\$1,631.00	\$9,786.00
Personal/Misc.	6	\$299.00	\$1,794.00
Transportation	6	\$221.00	\$1,326.00
<b>TOTAL</b>		<b>\$2,151.00</b>	<b>\$21,768.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### *Students Living At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$8,542.50
Books/Supplies			\$320.00
Room/Board	6	\$255.00	\$1,530.00
Personal/Misc.	6	\$299.00	\$1,794.00
Transportation	6	\$221.00	\$1,326.00
<b>TOTAL</b>		<b>\$775.00</b>	<b>\$13,512.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

# Institutional Information – 668.43

July 1, 2011

## COMMERICAL TRUCK DRIVER PROGRAM - PHOENIX

### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,020.00
Books/Supplies			\$320.00
Room/Board	3	\$837.00	\$2,511.00
Personal/Misc.	3	\$221.00	\$663.00
Transportation	3	\$472.00	\$1,416.00
<b>TOTAL</b>		<b>\$1,530.00</b>	<b>\$11,930.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### *Students Living At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,020.00
Books/Supplies			\$320.00
Room/Board	3	\$268.00	\$804.00
Personal/Misc.	3	\$221.00	\$663.00
Transportation	3	\$472.00	\$1,416.00
<b>TOTAL</b>		<b>\$961.00</b>	<b>\$10,223.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

## COMMERICAL TRUCK DRIVER PROGRAM – NORTH LAS VEGAS

### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,020.00
Books/Supplies			\$320.00
Room/Board	3	\$847.00	\$2,541.00
Personal/Misc.	3	\$199.00	\$597.00
Transportation	3	\$316.00	\$948.00
<b>TOTAL</b>		<b>\$1,362.00</b>	<b>\$11,426.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### *Students At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,020.00
Books/Supplies			\$320.00
Room/Board	3	\$251.00	\$753.00
Personal/Misc.	3	\$199.00	\$597.00
Transportation	3	\$316.00	\$948.00
<b>TOTAL</b>		<b>\$766.00</b>	<b>\$9,638.00</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

# Institutional Information – 668.43

July 1, 2011

## COMMERICAL TRUCK DRIVER PROGRAM - FONTANA

### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,037.50
Books/Supplies			\$320.00
Room/Board	3	\$1,670.00	\$5,101.00
Personal/Misc.	3	\$338.00	\$1,014.00
Transportation	3	\$498.00	\$1,494.00
<b>TOTAL</b>		<b>\$2,506.00</b>	<b>\$14,875.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### *Students At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,037.50
Books/Supplies			\$320.00
Room/Board	3	\$294.00	\$882.00
Personal/Misc.	3	\$338.00	\$1,014.00
Transportation	3	\$498.00	\$1,494.00
<b>TOTAL</b>		<b>\$1,130.00</b>	<b>\$10,747.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

## COMMERICAL TRUCK DRIVER PROGRAM - CARSON

### *Students Living Away From Home or at Home with Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,037.50
Books/Supplies			\$320.00
Room/Board	3	\$1,631.00	\$9,786.00
Personal/Misc.	3	\$299.00	\$1,794.00
Transportation	3	\$221.00	\$1,326.00
<b>TOTAL</b>		<b>\$2,151.00</b>	<b>\$21,768.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

### *Students At Home without Dependents*

SOURCE	PRORATED MONTHS	MONTHLY ALLOWANCE	BUDGET
Tuition/Fees			\$7,037.50
Books/Supplies			\$320.00
Room/Board	3	\$255.00	\$1,530.00
Personal/Misc.	3	\$299.00	\$1,794.00
Transportation	3	\$221.00	\$1,326.00
<b>TOTAL</b>		<b>\$775.00</b>	<b>\$13,512.50</b>
<i>Plus Actual Loan Fees = Cost of Attendance</i>			

# Institutional Information – 668.43

---

July 1, 2011

## **REFUND OF TITLE IV FUNDS POLICY**

The portion of the federal grants and loans that a student is entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the period of enrollment to the number of calendar days that the student completed as of the last date of attendance.

For example, if a student completes 30% of the period of enrollment, then 30% of the approved federal aid that was disbursed or could have been disbursed for the period of enrollment would be earned. This means that 70% of the student's aid that was disbursed or could have been disbursed remains unearned and must be returned to the Federal Programs. After completing greater than 60% of the period of enrollment a student has earned 100% of the Title IV funds disbursed or that could have been disbursed for the period of enrollment. This policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the institution may need to return. This policy does not affect the student's charges. The refund Policy will be used to determine the reduction, if any, in the student's charges. The student is responsible for paying any outstanding charges to the institution. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the institution has the responsibility of returning those funds to the Federal Programs. Unearned Title IV funds are returned within 30 days of the date of the determination of withdrawal in the state of Colorado, and within 45 days of the determination of withdrawal in the states of Arizona, California, and Nevada.

The institution returns Title IV funds to the programs from which the student received aid during the period of enrollment, in the following order:

- Unsubsidized Direct Federal Loans
- Subsidized Direct Federal Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

## **CANCELLATION AND REFUND POLICY**

### Prior to Commencement of Classes – California Campuses

All monies paid by an applicant are refunded if requested within 7 days after the first scheduled class session, minus the cost of physical/drug screen, if applicable; and books and supplies that are not reusable or are not returned within 20 days. If the student has received Federal student financial aid funds, the student is entitled to a refund of monies not paid from Federal student financial aid program funds. Those funds, if disbursed, will be returned to the appropriate Federal student financial aid program.

# Institutional Information – 668.43

---

July 1, 2011

## **Rejects**

An applicant rejected by the institution is entitled to a refund of all monies paid minus physical/drug screen cost, if applicable; and books and supplies that are not reusable or are not returned within 20 days.

### Prior to Commencement of Classes – Arizona and Nevada Campuses

All monies paid by an applicant are refundable if requested within 3 days after signing an enrollment agreement. An applicant requesting cancellation more than 3 days after signing an enrollment agreement, and making an initial payment prior to entering training, is entitled to a refund of all monies paid minus the registration fee and the cost of the physical/drug screen, if applicable.

Applicants who have not visited the training facility prior to signing an enrollment agreement will have the opportunity to withdraw within 3 days and all monies paid by the applicant are refunded, following either attendance at a regularly scheduled orientation or following a tour of the training facility and inspection of equipment.

## **Rejects**

An applicant rejected by the institution is entitled to a refund of all monies paid minus \$25.00 of the registration fee; physical/drug screen cost, if applicable; and books and supplies that are not reusable or are not returned within 20 days.

### **WITHDRAWAL AFTER COMMENCEMENT OF CLASS**

The date of determination that the student withdrew is used as the starting date for institutional action. The amount of aid disbursed as of the date of determination is used to determine the amount of unearned aid that must be returned. The date of determination is the date the student violates the institution's policy which provides for termination, begins the official withdrawal process, or except in unusual instances, 14 days after the student's last day of attendance as determined by the institution's attendance records.

If a student does not return at the end of an approved LOA or a scheduled break of five consecutive days or more, the determination date is the date the student was scheduled to return or the date the student notifies the institution he or she will not be returning, whichever is earlier.

# Institutional Information – 668.43

---

July 1, 2011

The end of the 14 day period begins the timeframe for completing a return of Title IV Funds calculation. The institution offers any amount of a Post-withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination. If the student or parent submits a timely response that instructs the institution to make all of a portion of the Post-withdrawal disbursement, the institution disburses the funds within 180 days of the date of determination. Within 30 days of the date of determination, the institution notifies the student if an overpayment is due. Unearned Title IV funds are returned within 30 days of the date of the determination of withdrawal in the state of Colorado, and within 45 days of the determination of withdrawal in the states of Arizona, California, and Nevada.

The withdrawal date is used to determine the percentage of the period of enrollment completed and the amount of aid a student has earned. The student's withdrawal date is always the last date of attendance as determined by the institution's attendance records.

## **FORMAL LEAVE OF ABSENCE POLICY**

The institution's Leave of Absence Policy requires a student to provide a written, signed, and dated request in advance for a leave of absence. If unforeseen circumstances prevent a student from providing an advance written request, the institution may grant the student's request for a leave of absence, document its decision, and collect the written request at a later date. All requests for extending a leave of absence must be made in writing.

The leave of absence may not exceed 180 days in a 12-month period. The institution, at its discretion, may allow multiple leaves of absence. However, the leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial leave of absence.

Upon receipt of the student's request for a leave of absence, the school will determine if there is a reasonable expectation that the student will return to training, and approve or deny the request. There are no additional institutional charges to the student as a result of the leave of absence, the student's need does not increase, and the student is not eligible for any additional federal student aid.

Upon the student's return from the leave, he or she continues to earn the Title IV aid previously awarded for the period. Once the student has earned half the required credits and completed half the number of weeks in the payment period, the student has earned the Title IV funds he or she was previously paid. At that point, if otherwise

# Institutional Information – 668.43

July 1, 2011

eligible, the student may receive a second or subsequent disbursement of Title IV program funds.

## If a student fails to return to school at the end of an approved leave of absence:

- The withdrawal date is the last date of the attendance as documented by the institution's attendance records.
- The determination date is the date that student was scheduled to return from the leave of absence or the date the student notifies the school that they will not be returning, whichever is earlier.
- If the student is a Title IV recipient, he or she is entitled to an initial grace period of six consecutive months before entering into repayment on his or her loans. The six month grace period begins the day after the last day of attendance. Therefore, the borrower will exhaust some or all of the grace period.

## INSTITUTIONAL REFUND POLICY

Refunds are calculated based on the portion of the course completed. The date from which refunds are calculated is the student's last date of attendance. Refunds are made within 30 days of the date of the determination of withdrawal in the state of Colorado, and within 45 days of the determination of withdrawal in the states of Arizona, California, and Nevada.

### Professional Truck Driver – Phoenix and Las Vegas Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE 1 <sup>ST</sup> 7 CALENDAR DAYS	\$100.00 + BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND;	
WITHIN THE 2 <sup>ND</sup> OR 3 <sup>RD</sup> WEEK OF TRAINING	\$100.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 4 <sup>TH</sup> , 5 <sup>TH</sup> , OR 6 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 7 <sup>TH</sup> THROUGH THE 12 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 12 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

### Commercial Truck Driver – Phoenix and Las Vegas Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 3 CALENDAR DAYS	\$200.00 + BOOKS AND FEES
AFTER 3 CALENDAR DAYS AND;	
WITHIN THE 1 <sup>ST</sup> WEEK OF TRAINING	\$200.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 2 <sup>ND</sup> OR 3 <sup>RD</sup> WEEK OF TRAINING	\$200.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 4 <sup>TH</sup> OR 5 <sup>TH</sup> WEEK OF TRAINING	\$200.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 9 <sup>TH</sup> WEEK OF TRAINING	\$200.00 + 100% OF TUITION + BOOKS AND FEES

# Institutional Information – 668.43

July 1, 2011

## Diesel Truck Driver – Phoenix and Las Vegas Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	\$100.00 + BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 <sup>ND</sup> WEEK OF TRAINING	\$100.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 3 <sup>RD</sup> , 4 <sup>TH</sup> , OR 5 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 6 <sup>TH</sup> , 7 <sup>TH</sup> , 8 <sup>TH</sup> , OR 9 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 75% OF TUITION + BOOKS AND FEES
AFTER THE 9 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

## Truck Driver – Phoenix and Las Vegas Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 3 CALENDAR DAYS	\$150.00 + BOOKS AND FEES
AFTER 3 CALENDAR DAYS AND:	
WITHIN THE 1 <sup>ST</sup> WEEK OF TRAINING	\$200.00 + 10% OF TUITION + BOOKS AND FEES
WITHIN THE 2 <sup>ND</sup> WEEK OF TRAINING	\$200.00 + 50% OF TUITION + BOOKS AND FEES
AFTER THE 2 <sup>ND</sup> WEEK OF TRAINING	\$200.00 + 100% OF TUITION + BOOKS AND FEES

## Professional Truck Driver – Carson and Fontana Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	PHYSICAL/DRUG SCREEN AND BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 <sup>ND</sup> WEEK OF TRAINING	\$100.00 + 9% OF TUITION + BOOKS AND FEES
WITHIN THE 3 <sup>RD</sup> WEEK OF TRAINING	\$100.00 + 13% OF TUITION + BOOKS AND FEES
WITHIN THE 4 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 17% OF TUITION + BOOKS AND FEES
WITHIN THE 5 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 21% OF TUITION + BOOKS AND FEES
WITHIN THE 6 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 25% OF TUITION + BOOKS AND FEES
WITHIN THE 7 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 30% OF TUITION + BOOKS AND FEES
WITHIN THE 8 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 34% OF TUITION + BOOKS AND FEES
WITHIN THE 9 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 38% OF TUITION + BOOKS AND FEES
WITHIN THE 10 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 42% OF TUITION + BOOKS AND FEES
WITHIN THE 11 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 46% OF TUITION + BOOKS AND FEES
WITHIN THE 12 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 13 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 55% OF TUITION + BOOKS AND FEES
WITHIN THE 14 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 59% OF TUITION + BOOKS AND FEES
AFTER THE 14 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

## Truck Driver – Carson and Fontana Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	PHYSICAL/DRUG SCREEN AND BOOKS AND FEES
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 <sup>ND</sup> WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
AFTER THE 2 <sup>ND</sup> WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

# Institutional Information – 668.43

July 1, 2011

## Diesel Truck Driver – Carson and Fontana Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	PHYSICAL/DRUG SCREEN AND BOOKS
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 <sup>ND</sup> WEEK OF TRAINING	\$100.00 + 12% OF TUITION + BOOKS AND FEES
WITHIN THE 3 <sup>RD</sup> WEEK OF TRAINING	\$100.00 + 17% OF TUITION + BOOKS AND FEES
WITHIN THE 4 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 22% OF TUITION + BOOKS AND FEES
WITHIN THE 5 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 28% OF TUITION + BOOKS AND FEES
WITHIN THE 6 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 34% OF TUITION + BOOKS AND FEES
WITHIN THE 7 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 39% OF TUITION + BOOKS AND FEES
WITHIN THE 8 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 45% OF TUITION + BOOKS AND FEES
WITHIN THE 9 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 10 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 56% OF TUITION + BOOKS AND FEES
AFTER THE 10 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

## Commercial Truck Driver – Carson and Fontana Campuses

WITHDRAWAL	STUDENT'S OBLIGATION
WITHIN THE FIRST 7 CALENDAR DAYS	PHYSICAL/DRUG SCREEN AND BOOKS
AFTER 7 CALENDAR DAYS AND:	
WITHIN THE 2 <sup>ND</sup> WEEK OF TRAINING	\$100.00 + 20% OF TUITION + BOOKS AND FEES
WITHIN THE 3 <sup>RD</sup> WEEK OF TRAINING	\$100.00 + 30% OF TUITION + BOOKS AND FEES
WITHIN THE 4 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 40% OF TUITION + BOOKS AND FEES
WITHIN THE 5 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 50% OF TUITION + BOOKS AND FEES
WITHIN THE 6 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 60% OF TUITION + BOOKS AND FEES
AFTER THE 6 <sup>TH</sup> WEEK OF TRAINING	\$100.00 + 100% OF TUITION + BOOKS AND FEES

## ACADEMIC PROGRAMS

The content and structure of all the programs offered by AIT have been formulated so the trainee develops techniques and skills to secure a commercial drivers license with endorsements and to satisfy requirements for employment in the truck driving profession.

Initial employment as a truck driver can require different levels of knowledge and skills. Some jobs require a more in-depth level of knowledge and higher skills than others do. Each program offered by AIT has been designed so those graduates develop specific competencies. These competencies may qualify the graduate for the different levels of employment. The level of knowledge obtained may also have an influence on future advancements of the graduate. These factors should be considered when choosing a program.

### Professional Truck Driver

This program provides an in-depth background of the trucking industry and a thorough introduction to long haul driving, including the mastery of skills to successfully deal with

# Institutional Information – 668.43

---

July 1, 2011

life on the road, family relationships and financial responsibilities while away from home. The program is structured with sufficient driving time to enable trainees to develop the driving skills that are necessary for progression into the externship portion of the training. Externship provides the trainee the opportunity to experience and gain knowledge and proficiency from real world driving situations that cannot be simulated, such as; interstate and international transit, weigh station procedures, trip planning and various cargo handling and reporting. This program requires a minimum of 200 hours of behind-the-wheel training.

## Diesel Truck Driver

This program provides an in-depth background of the trucking industry and a thorough introduction to long haul driving, including the mastery of skills to successfully deal with life on the road, family relationships and financial responsibilities while away from home. The program is structured with sufficient driving time to enable trainees to develop the basic driving skills that are necessary to qualify as an entry-level over-the-road or in-town driver. Successful completion of this program qualifies graduates to work in a co-driver or driver trainee position. Additional training in job requirements and proficiency development through a formal on-the-job training program would be needed to qualify for a solo position.

## Commercial Truck Driver

This program provides a basic knowledge of over-the-road driving. The program is structured with sufficient driving time to enable the trainee to develop basic driving skills necessary for progression into the externship portion of the training. The externship provides the trainee the opportunity to experience and gain knowledge and proficiency from real world driving situations that can't be simulated, such as; interstate and international transit, weigh station procedures, trip planning and various cargo handling and reporting.

Successful completion of this program qualifies graduates to work as a solo driver.

## Truck Driver

This program provides a basic knowledge of over-the road driving. The program is structured with sufficient driving time for development of practical skills necessary for the attainment of a commercial driver's license. Additional training in safety and job requirement through formal training or a formal on-the-job training program would be needed to qualify for a solo position.

# Institutional Information – 668.43

---

July 1, 2011

Successful completion of this program qualifies graduates for a position of driver trainee or co-driver.

## **INSTRUCTIONAL, LABORATORY AND PHYSICAL FACILITIES**

### Fontana and Carson Campuses

These campuses are located in updated, air-conditioned, well-lit buildings with an on-site range area for the practical hands-on training. The facilities each occupy approximately 2,000 square feet that consists of a classroom, a reception area and administrative offices. Parking is available on site. Handicapped parking is also available.

The classroom contains the equipment necessary for the programs offered by AIT. The classroom is equipped with integrated audio/video/computer units, training charts, the appropriate number of desks and chairs, resource material cabinets, and other training aids.

The practical hands-on driving is conducted in modern equipment, utilizing dry vans or flatbed trailers. This portion of the training is held in a fenced in two acre site with a break area for the students. Training is also conducted on roads and highways in or near the Gardena, Fontana and LA metropolitan areas.

### Phoenix and North Las Vegas Campuses

AIT's Phoenix campus is located in a modern, air conditioned, well-lit, freestanding, two-story building with adjacent classrooms and on-site range area for the practical hands-on training. The facility occupies approximately 5,500 square feet and consists of two classrooms, a reception area and administrative offices. Parking is available on site. Handicapped parking is also available.

The classrooms contain the equipment necessary for the programs offered by AIT. Classrooms are equipped with integrated TV/VCR units, training charts, the appropriate number of desks and chairs, resource material cabinets, shifting simulator and AV and VHS training aids.

AIT's North Las Vegas campus is located in modern, air-conditioned, well-lit buildings with an on-site range area for the practical hands-on training. The facility occupies approximately 7,600 square feet and consists of two classrooms, a reception area and administrative offices. Parking is available on site. Handicapped parking is also available.

# Institutional Information – 668.43

---

July 1, 2011

The classrooms contain the equipment necessary for the programs offered by AIT. Classrooms are equipped with integrated TV/VCR units, training charts, the appropriate number of desks and chairs, resource material cabinets, and AV and VHS training aids.

The practical hands-on driving is conducted in modern equipment, utilizing dry vans or flatbed trailers. This portion of the training is held in a fenced one and one-quarter acre site with a break area for the trainees. Training is also conducted on roads and highways in or near the Phoenix and Las Vegas metropolitan areas.

## FACULTY

### Phoenix

Kirby Biddlecome, Jason Bowen, Robert Bryant, Theresa Corbin, Robert Greengrass, Michael Gibbs, Michael Goyette, Scott Hurler, David Ireland, John Keys, Kirk Lehnus, Calvin Reese, Brian Sears, Dale Vermillion

### North Las Vegas

Albert Aguilar, Jerome Bell, John Clark, Michael Conner, Nicholas Deiman, Clifton Ellis, Michael Grace, Gustavo Grajeda, Catherine Harris, Donald Heath, Sr., Melvin Jackson, Jay Jayson, Julie Jones, Donald Mc Keen, Thomas Morris, Mary Parsons, Donald Quinn, Jamie Rickabaugh, Arthur Speciale, Rosolyn Towner, Dwayne Walker, Richard Walters, Robert West, Arthur Williams

### Fontana

Alfredo Aguilar, Jr., Jesus Arellano, Debra Bickley, Bruce Elmore, Richard Marquez, Sean Mc Laughlin, John Mills, Miguel Morales, Troy Simmons, Ramon Trevino, Bobby Watkins, Tamara Williams

### Carson

Murray Barnes, Clarence Booker, Anthony Chilton, Brent Cox, Kevelyn Evans, Michael Flowers, Danny Hardy, Joe Hatchett, Anthony Herron, James Jones, Albert Monterio, Ronald Murphy, Will Norwood, Jr., Kimberly Whitley

## PROGRAM EVALUATION

The school has a systematic and evidence-based process to evaluate and revise curriculum and course content.

# Institutional Information – 668.43

---

July 1, 2011

The school's program evaluation process is comprehensive and conducted by administrative and instructional staff.

The school's program evaluation process requires internal and external benchmarking and uses evidence obtained both internally and externally in the evaluation and revision process. (Examples of external sources include independent Program Advisory Committees representing industry and the employment community, professional societies, and trade associations).

The school's program evaluation process is ongoing with set intervals for evaluation and is included as part of its institutional assessment and improvement planning process.

## **INSTRUCTIONAL MATERIAL AND EQUIPMENT**

Instructional materials are sufficiently comprehensive and reflect current occupational knowledge and practice.

Instructional equipment is similar to that found in common occupational practice and includes teaching devices and supplemental instructional aides appropriate to the subject.

Sufficient equipment and learning stations are provided to allow each student adequate scheduled time for practice.

All machinery and equipment is properly maintained and provided with proper safety devices, which are in working order and used whenever the machinery and equipment is operated.

## **PROGRAM ADVISORY COMMITTEE**

Each school has an independent Program Advisory Committee for each occupational program or each group of related occupational programs (referred to hereafter as "program area"). The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (i.e., nonschool employees) who can provide a meaningful review of the school's programs and supporting resources and materials.

For each non-degree program area, the school must have a diverse Program Advisory Committee that includes representatives from the employment community, practitioners, and others from the field of education, regulators, etc. as appropriate. In all instances, Program Advisory Committee meetings must include at least three

# Institutional Information – 668.43

---

July 1, 2011

members in attendance, that represent the employment community and/or practitioners from the program area, and at least one individual qualified to review and comment on the program's applied general education or general education component.

At least two regularly scheduled meetings must be conducted annually, one of which must be held at the school. Written and detailed minutes of each meeting must be maintained and include a description of all members in attendance (i.e., titles and affiliations); the date, time, and location of the meeting; and a comprehensive and clear description of the review of and commentary made by the school representatives and the Program Advisory Committee members.

Program Advisory Committee review and comment activities include:

- Review, at least annually, the established curriculum of the program and comment as to the appropriateness and adequacy of the program objectives, program length, curriculum content, learning resources, and the adequacy of facilities and equipment.
- Review and comment, at least annually, on student graduation, graduate employment, and where required, state licensing examination outcomes of each program.
- Review and comment on each new program including the appropriateness of curriculum objectives, program length, and curriculum content prior to the Commission's approval of the new program.
- The school must provide evidence that it gives consideration to Program Advisory Committee input. Evidence can take many forms, one such being the disclosure of the school's consideration recorded in Program Advisory Committee meeting minutes, whereby a school describes whether recommendations were implemented or not and explains the school's decisions.
- Multiple affiliated schools may use a single Program Advisory Committee to review the same established curricula of a program area and student achievement outcomes across the system of schools, however, the physical review of a school's learning resources, facilities, and equipment must be fulfilled via an on-site review at each individual campus. (For example, a school may use a non-local Program Advisory Committee for all affiliated schools to review the curriculum of a program area and use a local Program Advisory Committee for the physical review of the school's learning resources, facilities, and equipment.)

# Institutional Information – 668.43

---

July 1, 2011

## ACCREDITATION, APPROVALS, AND AFFILIATIONS

### Fontana and Carson Campuses

**Accredited by:**

Accrediting Commission of Career Schools and Colleges (ACCSC) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

**Licensed by:**

The Bureau for Private Postsecondary Education

**Approved by:**

The U.S. Department of Education to participate in the Federal Student Financial Assistance Programs.

**Member of:**

Better Business Bureau (BBB), Association of Private Sector Colleges and Universities (APSCU), Commercial Vehicle Training Association (CVTA), California Trucking Association (CTA)

### Phoenix and North Las Vegas Campuses

**Accredited by:**

Accrediting Commission of Career Schools and Colleges (ACCSC) ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

**Licensed by:**

The Arizona Department of Transportation (ADOT), Nevada Department of Motor Vehicles and Public Safety (DMV PS)

**Approved by:**

Arizona Department of Economic Security (DES), Bureau of Indian Affairs, Department of Vocational Rehabilitation, Arizona Department of Education, Arizona Department of Veteran's Services, State Approving Agency, Arizona Workforce Investment Act, Nevada Business Services

**Certified by:**

Professional Truck Driver Institute (Phoenix PTD Program)

**Member of:**

Arizona Private School Association (APSA), Arizona Trucking Association (ATA),

# Institutional Information – 668.43

July 1, 2011

Better Business Bureau (BBB), Association of Private Sector Colleges and Universities (APSCU), Commercial Vehicle Training Association (CVTA), Nevada Motor Transport Association (NMTA)

Any enrolled or prospective student may, upon written request to the Director of Education, receive a copy for review, of the school's accreditation, licensure, or approval by submitting a written request to the Director of the campus that they are attending.

## SPECIAL FACILITIES

No person shall be excluded participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical disability. Applicants should be aware, however, that there are U.S. Department of Transportation physical requirements that must be met for admission. More information can be obtained from the Admission's Department.

## FINANCIAL SERVICES PERSONNEL

Students having questions or seeking additional information regarding financial aid, campus information, completion and graduation rates, security policies, and crime statistics are urged to contact financial aid personnel at the student's specific campus location. The main contacts for each campus are as follows:

CAMPUS	CONTACT	PHONE NUMBER
PHOENIX	YVONNE MODJESKI	602-233-2222
NORTH LAS VEGAS	VICTORIA BENNETT VERENA MC FADDEN	702-644-1234
FONTANA	EDITH PASSI	909-202-4200
CARSON	JERMAINE JONES	310-719-2222

Hours for the financial aid offices vary with each location. Please check with your individual financial aid administrator.

## COPYRIGHT INFRINGEMENT

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. 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 infringement.

The institution will not tolerate any unauthorized distribution of copyright material. A student found in violation of copyright infringement will be subject to civil and criminal liabilities. Students do not have access to AIT's Information technology System.

# Institutional Information – 668.43

---

July 1, 2011

Copyright infringement carries penalties of \$750.00 up to \$30,000 for actual or statutory damages. “Willful infringement” may carry penalties in excess of \$250,000.00 including up to five years imprisonment.

Information regarding the institution’s policy on copyright infringement is distributed to each student at the time of enrollment.

Additional information on copyright infringement is available at:

[www.copyright.gov](http://www.copyright.gov)

## **TRANSFER OF CREDIT**

An applicant with documented previous training and/or job related experience may challenge any part of the program and receive credit by successfully passing a challenge exam.

### Prior Training

Credit for prior training will be considered by reviewing an official transcript from the Postsecondary institution attended. Classes taken at another institution must have been successfully completed with a grade of C or better. The credit hours earned by the completion of a particular class must be equal to or greater than the related class that is being considered for challenge. The institution does not have an articulation agreement with any other schools.

### Prior Military Experience

Prior military experience will be considered by review of the applicant’s DD214. Direct driving experience of articulated vehicles with standard transmission will be considered appropriate experience that will allow an applicant to challenge any given class or classes.

### Prior Experience

Prior experience will be considered if the experience pertains to the program applying for and documented by logbooks, DAC records, or documentation from a prior employer. The extent of the experience will be reviewed and a determination made as to what class or classes may be challenged.

These reviews will be conducted in conjunction with the Director of Admissions and the Director of Education. All documentation will be reviewed along with a personal interview with the applicant. All challenges must be completed before the applicant begins class. A challenge worksheet will be completed by the Director of Education; approved by the Director of Admissions and acknowledged by the applicant.

# Institutional Information – 668.43

July 1, 2011

If a portion of the program is successfully challenged, credit will be awarded on a quarter credit basis appropriate for that portion of the program.

## VACCINATION POLICY

The institution does not require vaccinations for admission to our programs. Anyone interested in obtaining more information about vaccinations should contact their local public health department or consult with their health care provider.

## VOTER REGISTRATION

Voter registration packets are made available to all students at the time of enrollment. Students are required to “attest” to the fact that voter registration information has been provided to them.

Voter registration packets are available to anyone who inquires, through the Admissions Department. Students are also provided with the following links, if on-line application is preferred:

Arizona voter registration forms may be downloaded from:

<http://www.azsos.gov/election/forms/VoterRegistrationForm.pdf>

California voter registration forms may be downloaded from:

<http://www.sos.ca.gov/elections/english.pdf>

Nevada voter registration forms may be downloaded from:

<http://nvsos.gov/SOSVoterRegForm/VoterForms.aspx>

## STUDENT BODY DIVERSITY

GENDER	
Male	94%
Female	7%
RACE/ETHNICITY	
American Indian/Alaskan Native	1%
Asian/Hawaiian/Pacific islander	1%
Black/African American	20%
Hispanic/Latino	15%
White	53%
2 or more races	0%
Race/Ethnicity unknown	10%
Non-resident Alien	0%
RETENTION RATES	

# Institutional Information – 668.43

July 1, 2011

Overall Graduation Rate	73%
Completed within normal time	69%
Completed within 150% of normal time	4%
Complete in twice as long as normal time	0%
<b>PELL RECIPIENTS</b>	
Federal Pell Grant	65%
Average Federal Pell Grant	\$3,420.00

## CONSTITUTION DAY

Each educational institution that receives Federal funds for a fiscal year must hold an educational program on the United States Constitution. Section 111 of the "Consolidated Appropriations Act, 2005" requires that Constitution Day be held on September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day may be held during the preceding or following week. The institution complies each year with this regulation.