**Future Logistics and CDL Training LLC**

**General Information**

Rev.22 – June 2015

**Mission Statement:**

Train Individuals and provide them with knowledge and skills to operate Class A combination vehicles in a safe and professional manner.

**School Name:**

 Future Logistics and CDL Training LLC

 4100 W Lincoln Ave. Milwaukee, WI 53215

**Management Board:**

 President / General Manager: Mhammad Abu-Shawish

**Premises and Equipments:**

 Our school is located at the 4100 block of West Lincoln Ave. Milwaukee, WI 53215. The facility is equipped with proper classrooms, offices, and all that is necessary to meet our everyday training needs.

**Class dates:**

Class dates are subject to change.

Call to confirm class dates. – Please note that we are closed on all national holidays.

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| **Course Objective** |
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| “The U.S trucking industry will need to hire about 200,000 drivers by the end of year 2014, according to the Council of Supply Chain Management Professionals.”* CNNmoney.com

Finding a driver is a hard task, finding a qualified driver is even harder therefore; our course is designed to provide the trucking industry with a qualified safe drivers.Bad driving habits can cause unsafe driving on the road that could result in bad accidents; most of bad driving habits come from lack of proper training.Upon successful completion of the training program students should be able to safely operate class A combination truck and perform related duties. |

**Admissions and Entrance Requirements:**

Based on Federal and State DOT, Motor Carrier Safety requires that a student should have:

* CDL instruction permits.
* Federal Medical Card.
* Valid non-revoked or suspended driver’s license.
* Satisfactory driving record.
* Basic knowledge of English (understands, speaks, reads and writes).
* High school diploma or GED is not required at this time, but could be in the future.
* Age requirements is a minimum of 21 years however; at the age of 18 could be admitted understanding that it’s restricted to cross state border.

Note: School reserves the right to refuse an application with no further elaboration.

**Training Description:**

The course consists of a 160 combination training hours of:

* Behind the wheel.
* Classrooms.
* City driving.
* Highway driving.
* Field instruction.

Student shall apply in person at the admission office, upon meeting the entire above requirements student will be notified of acceptance and will be offered an enrollment agreement to sign.

First day of the course is the application deadline.

**Student Progress:**

The student progress will be evaluated by a quiz following each subject taught or instructed.

Skill progress will be evaluated through the instructor’s observation of student’s performance and self evaluation.

**Student Records:**

All record will be kept according to applicable State and Federal regulations.

(Student records of attendance- payments and receipts- driving hours…etc.)

**Academic Probation, Dismissal and Re-admittance.**

For, order and efficiency during training, the school has established a few rules. Some school requirements comply with state and federal laws. Others are to keep the school running smoothly and orderly. Our goal is for all students to gain the maximum benefit possible from this training program. We believe nothing or no one should disturb a student’s progress. Failure to comply with these rules may result in immediate dismissal from the course.

* Use of drugs or alcohol while in training.
* Bringing drugs or alcohol onto school grounds.
* Violating and industry safety code.
* Unauthorized starting / operating of a school vehicle.
* Not following instructions of a school employee.
* Fighting on school property.
* Guns or illegal knives on school property.

**Students Complain:**

Any arising complaints should be submitted in writing to the administration and will be handled accordingly; a committee will review the complaint and solve the problem or take necessary actions to resolve it.

Students has the right to appeal and will have access to EAB complain form if the complaint is not satisfied.

**Tuition and Fees**

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| **Schedule of Total Charges**: Tuition $ 5,500  |
|  Application Fee (*non-refundable*) $ 250  |
|  **TOTAL TUITION AND FEES**: $ 5,750**Fees Breakdown schedule*** $ 250 as non refundable application fees at the time of registration.
* $ 750 as down payment at the time of registration.
* $ 1000 at the beginning of each following week until the whole tuition amount is satisfied.
* Or Tuition is sponsored and paid by third party. Tuition paid by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE TUITION AND FEES DESCRIBED ABOVE ARE THE TOTAL CHARGES FOR THE CURRENT PERIOD**  |
| **OF ATTENDANCE, THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE COURSE, AND THE TOTALCHARGES THAT YOU ARE OBLIGATED TO PAY UPON ENROLLMENT**  |
| Subject to the “Student’s Right to Cancel and Student Protection Refund Policy” stated below, you agree that the Total Tuition and Fees described above are due and payable by you on execution of this agreement, unless you enter into a separate, written Billing Plan Promissory Note with School. You further acknowledge and agree that School may withhold your records and any certificate of completion of the Course until payment in full of the Total Tuition and Fees. If any amount due hereunder is not paid when due, such amount shall accrue interest, from the due date, until the date paid, at the rate of eighteen percent (18%) per annum. **Cancellation and Refund** |
| **STUDENT’S RIGHT TO CANCEL AND STUDENT PROTECTION REFUND POLICY**  |
| You have the right to withdraw from School at any time. In the event you withdraw or are dismissed from the course of instruction, School will remit a refund to Student in the amount calculated under the refund policy specified below or as otherwise required by law. School will make the proper refund no later than Forty days (40) days of the Student’s request for cancellation or withdrawal.  |
| 1. Student is entitled to a full refund if one (1) or more of the following criteria are met.(A) The Student cancels the enrollment agreement or enrollment application within (3) business days after signing.(B) The Student does not meet the School’s minimum admission requirements.(C) The Student’s enrollment was procured as a result of misrepresentation in the written materials utilized by the School.**Refund Calculation Rate*** Refund is going to be on a prorated rate, total amount paid divided by No. of hours spent.
* If the student completed 60 % or more of the total hours then there will be no refund.
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* You will not be required to purchase instructional supplies, books and tools or permits until such time as these materials are required. Once these materials are purchased, no refund will be made.
* The length of a course for purposes of calculating refunds owed is the actual hours behind the wheel training, classroom training, non-driving field training.
* The effective date of withdrawal or dismissal, for refund purposes, will be based on the notice of cancellation received date.

**Program Curriculum:**

The program consists of the following subjects:

Behind the Wheel – Highway and City Driving

* Gear Shifting.
* Pre-Trip Inspection.
* Defensive Driving.
* City Driving.
* Entrance and exit ramps.
* Passing and merging into traffic.

Field and classroom training

* Backing up.
* Coupling and uncoupling.
* Gear shifting.
* Forward driving and turning.
* DOT regulations, ICC regulations.
* Log Book / hours of service.
* Air Brakes.
* Accidents and fires.
* Maintenance.
* Mountain driving.
* Loading dock procedures.
* Trip planning.

The course objective is to provide knowledge and skills to operate Class A combination vehicles efficiently and safely.