



*"A Professional Truck and Bus Training"*

# A1 Truck Driving School, Inc.

## 2022 CATALOG

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**(510) 783-6030**

2977 Baumberg Avenue  
Hayward, CA 94545

[www.a-1truckschool.com](http://www.a-1truckschool.com)

**All Classes are Conducted at the Above Address**

Effective Date: January 1, 2022 - December 31, 2022

## CLASS SCHEDULE

STARTING DATE	GRADUATION DATE
January 3, 2022	February 11, 2022
February 14, 2022	April 1, 2022
April 4, 2022	May 13, 2022
May 16, 2022	June 17, 2022
June 20, 2022	July 29, 2022
August 1, 2022	September 16, 2022
September 19, 2022	November 4, 2022
November 7, 2022	December 23, 2022

## OFFICE & SCHOOL SESSIONS LOCATION AND HOURS

2977 Baumberg Avenue  
Hayward, CA 94545

Monday thru Friday - 10:00am-5:00pm  
Saturday-By Appointments  
Sunday-Closed

### A1 Truck Driving School, Inc. Observes the Following Holidays:

New Years Day • Martin Luther King Jr. • Presidents Day • Memorial Day • Independence Day • Labor Day  
Columbus Day • Thanksgiving Day and Following Day • Christmas Eve and Christmas Day

# School Daily Schedule

## Morning /Afternoon Classes

9:30am-12:00pm	Pre-Trip / Airbrakes
9:30am-12:00pm	Drive ONLY
12:00pm-12:45pm	LUNCH
12:45pm-1:00pm	Skills Set Up Time
1:00pm-3:30pm	Skills Training

## Afternoon / Evening Classes

2:00pm-4:30pm	Pre-Trip / Airbrakes
2:00pm-4:30pm	Drive ONLY
4:30pm-5:15pm	CLASS BREAK
5:15pm-5:30pm	Skills Set Up Time
5:30pm-7:00pm	Skills Training

Schedule subject to change

## A1 TRUCK DRIVING SCHOOL INC.

Mohinder S. Janda

*Chief Executive Officer/President/Instructor*

Paul Janda

*Chief Operating Officer/Director of Operations*

**“Welcomes you to an excellent career choice”.**

This Catalog is Updated Annually

## APPROVAL-DISCLOSURE STATEMENT

A1 Truck Driving School, Inc. is located at the following location:

(510) 783-6030  
2977 Baumberg Avenue  
Hayward, CA 94545  
www.A-1truckschool.com

A1 Truck Driving School, Inc. Tractor Trailer Operator course has been approved by the **Bureau for Private Postsecondary Education** according to California Education Code, A1 Truck Driving School, Inc. a privately held company, is approved to operate its Tractor Trailer Operator Programs by the **Bureau for Private Postsecondary Education [BPPE]**.

The Bureau's approval means that the institution and its operation comply with the standards established under law for occupational instruction by private Post-Secondary educational institutions. Persons seeking any questions or problems should first contact the instructor in charge. Requests for further action may be made to the Campus Director of A1 Truck Driving School, Inc.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: **Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, CA 95798-0818, Phone (916) 431-6959, Fax (916) 263-1897, www.BPPE.ca.gov**

California statute requires that a student who successfully completes a course of study should be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and discuss personal educational or occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

*As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement*

## INTERPRETERS

If English is not your primary language, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language.

## NON-DISCRIMINATION POLICY

A1 Truck Driving School, Inc. grants students of any race, religion, color, sex, nationality, and ethnic origin all rights, privileges, programs, and activities generally accorded or made available to students at our school. A1 Truck Driving School, Inc. does not discriminate in the administration of its educational policies, admission policies, academic policies, and other school administrated programs.

## ACCESSIBILITY TO HANDICAPPED INDIVIDUALS

A1 Truck Driving School, Inc. encourages handicapped individuals to visit our school in order to determine if the facilities are adequate for their needs and if they would benefit from our programs.

## TRANSFERRING BETWEEN PROGRAMS POLICY

A1 Truck Driving School, Inc. does not offer any credit for prior experiential training or any credit for training at any other facility.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at A1 Truck Driving School, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in A Truck and Bus Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending A1 Truck Driving School, Inc. to determine if your certificate will transfer.

## RIGHTS RESERVED

A1 Truck Driving School, Inc. reserves the rights to suspend or terminate any student whose attendance, conduct or academic standing does not meet the school's standards and regulations. Re-admission of suspended or terminated students can only be approved by the School Director.

A1 Truck Driving School, Inc. also reserves the rights to change the requirements. For admission or graduation, modify the staff, and/or content of the material of the course, change tuition fees, class schedules, and any other regulations affecting the student body. Such changes shall take effect by written notification and within a reasonable time period. However, changes in tuition or course length will not affect students currently enrolled.

## BANKRUPTCY

A1 Truck Driving School, Inc. is a solvent company and is not in bankruptcy. It has never filed Chapter 7 nor has it had any proceeding of reorganization under Chapter 11 of the United States Bankruptcy Code for the past 5 years.

## REFUND POLICY

1. A student may cancel this agreement at anytime by notifying the school in writing, by mail, or in person. A student is eligible for a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later; all monies shall be refunded within 45 days. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid less a registration fee not to exceed \$250. If student withdraws after the cancellation period, all tuition, fees and other charges shall be refunded on a pro-rata basis, less a registration or administrative fee of \$250. 2. Once purchased, equipment becomes the property of the student. 3. You have the right to withdraw from school at any time. If you withdraw from the course of instruction after the cancellation period as in Paragraph 1, the school will remit a refund less a registration fee, not to exceed \$250 within 45 days following your withdrawal. The refund policy for students who have completed 60 % (percent) or less of the period of attendance shall be pro rata refund. If the amount you have paid is more than the amount you owe for the time attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it. 5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify school of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If student obtains a loan to pay for an educational program, the student has responsibility to repay full amount of the loan, plus interest, less amount of any refund. Charges paid to an entity other than an institution that is specifically required for participation in the educational program.

## STUDENT TUITION RECOVERY FUND DISCLOSURE

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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## MISSION AND OBJECTIVE

The mission of A1 Truck Driving School, Inc. is to recruit qualified students, train and educate them, then assist them in the placement process in the trucking industry. A1 Truck Driving School, Inc does not guarantee placement.

## LANGUAGE INSTRUCTION

ENGLISH SPEAKING is the primary language used at A1 Truck Driving School, Inc. A1 Truck School, Inc. does NOT offer instruction in English as a second language. No Visa services are provided.

## ADMISSION REQUIREMENTS

A1 Truck Driving School, Inc. interviews the applicant and receives a completed admission application. The applicant is then informed about the program under the requirement that before the potential student performs a safety sensitive function (driving), the school must have received a negative drug test results, the next class starting date, admission requirements, and school policies in general, each applicant is given a tour of the school.

To be accepted for training, applicants must:

1. Be at least 18 years of age- State and Federal minimum requirement within California for Commercial Driving.
2. A1 Truck School, Inc. does accept students from other countries. A1 Truck School, Inc. requires an English speaking proficiency.
3. The student must have the ability to read and write ENGLISH at the level of a graduate of an American High School as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. No English language services or translators will be provided.
4. Present High School or GED Certificate.
5. Pass admission test.
6. Pass a Department of Transportation (DOT) physical, and NIDA Drug Testing
7. Obtain a current Department of Motor Vehicle (DMV) print out- printout must be obtained within the last 30 days.
8. Students from other countries must have a valid drivers licence from any state of America, and a valid passport.

## ADMINISTRATION AND FACULTY

### Chief Executive Officer/President/Instructor - Moe Janda

*Has been a driving instructor since 1997. Moe was trained by McKinley Truck Driving School in 1975 as a commercial truck driver, employed with various trucking companies in long and short haul. Moe became the CEO of A1 Truck Driving School in 1997.*

### Chief Operating Officer/Director of Operations - Paul Janda

### Chief Academic Officer/Instructor - Bladmir Rivera

*Bladmir attended TGA Truck Driving School in 1993 as a commercial driver with long and short haul. Bladmir was an instructor as a teacher to Post Secondary School from 1995-2001 and is a driving instructor since 2010.*

Our program will be conducted initially by listed instructors and we will hire more instructors on an as needed basis dependent upon the student population growth in our course .

## COST OF EDUCATION

### Course Description

Professional Truck and Bus Driving Training  
4 weeks program, 170 hours.

#### 170 Hours:

70 hours of classroom Department of Transportation safety, videos, logbook training, group discussions, job technique and all relevant state regulations.

100 hours of behind the wheel training focusing on defensive driving, both city and highway training and basic control and maneuvering.

The following endorsements are included with this course: hazardous material, tanker vehicles and double/ triple trailers.

Fees included in tuition cost:

- Registration.....\$250.00
- Department of Transportation Physical and Drug test Examination.....\$125.00
- Department of Motor Vehicles Examination.....\$76.00
- Books and Supplies..... \$400.00
- Tuition Institutional Charges ..... \$3,599.00
- Student Tuition Recovery Fund (STRF) Non Refundable .....\$0.00

**Cost: \$4,450.00**

Total Charges for the Current period of attendance \$4,450.00

Total Charges for the entire educational program \$4,450.00

Total Charges the student is obligated to pay upon enrollment \$4,450.00

**If student is NOT completed by DMV testing date, student agrees to pay an additional fee of \$1,250.00 per week.**

## **STUDENT COMPLIANT PROCEDURES**

A student enrolled in A1 Truck Driving School, Inc. has certain grievance rights, which may be exercised if they believe that a complaint has arisen in the course of participation. The following explanation of the complaint procedures should be kept by the student in the place where it can be referred to in the event that a student has a complaint. The student should be aware that if a complaint was brought up, the identity of any person who has furnished information relating to or assisting in the investigation of the complaint would be kept as confidential as possible, consistent with a fair determination of the issues.

Complaints must be in writing and must be submitted to the School Director.

- After filing a complaint, an informal conference will be held with the student.
- If student is not satisfied with the result of the informal conference, that student has a right to a school hearing sent in writing to the School Director.
- If student wishes to withdraw a request for the hearing, they must do so in writing before the date of hearing.
- At the hearing the student has the right:
  - a. to be represented by their legal council
  - b. to bring witness(es) and evidence
  - c. to questions any witnesses or parties involved.

After the formal hearing, the student will receive the hearing officer's written decision. This decision will be given to student within 30 days of the hearing decision.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, (888) 370-7589, or by completing a complaint form which can be obtained on the bureau's Internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov). Students enrolled under a local prime sponsor contract may appeal A1 Truck School, Inc. decision through their program representative before going to the Bureau for Private Postsecondary Education.

## **STANDARDS OF SATISFACTORY PROGRESS**

All students at this school are required to maintain a satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 150% of the state course length.

## **GRADUATION REQUIREMENTS**

The candidate for the certificate must:

1. Have successfully completed all specified requirements for the certificate.
2. Earn a cumulative grade average of at least 70% in each area of training.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

## **COURSE DESCRIPTION**

A Professional Truck and Bus Driving Training is a 6 week program. Field and Classroom training with a minimum of 170 hours. The training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required obtaining the Commercial Drivers License.

Students attend 40 hours of classroom training covering such subjects at DOT, log books, defensive driving and job search techniques, followed by a minimum of 130 hour field training including both observation and behind the wheel time.

Field training consist of driving in training areas, which include a combination of highway, city, and heavy driving in emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation.

After completion of the course, students are taken to the Department of Motor Vehicles for their Commercial Drivers License for a driving and skills test. Upon successfully passing the test the student should be able to enter the Trucking Industry as an entry-level diesel Tractor/Trailer Driver.

A1 Truck Driving School, Inc. has not entered into a articulation or transfer agreement with any other college or university.

## **EQUIPMENT AND MATERIALS**

A1 Truck Driving School, Inc. students are trained on two and three axle Cabover and Conventional Tractors and Trailers.

A1 Truck Driving School, Inc. has a library of instructional videos, internet use, instructor readers, and DMV handbooks. Students can request the instructor for access to the videos and other materials. Students can take a copy of the DMV handbook home.

## **STUDENT SERVICES**

A1 Truck Driving School, Inc. offer academic and career advising services to our students. We do our best to help our students in any way possible. Our assistance ranges from supplying information to arranging special training as needed. In special circumstances such as personal or financial matters, and substance abuse, the students are referred to the proper community resources.

A1 Truck Driving School, Inc. has no responsibility to find or assist a student in finding housing.

## **FINANCIAL AID**

A1 Truck Driving School, Inc. does not offer any financial aid at this time including State and Federal.

## **STUDENT HOUSING & TRANSPORTATION**

A1 Truck Driving School, Inc. does NOT accept any responsibility to provide or assist in providing housing to students. Housing is available around the area at prices ranging from \$2,000 to \$3,500 per month depending on the type of housing. Public transportation is available with stops located close to the Office located at 2977 Baumberg Avenue, Hayward, CA 94545.

## RULES AND REGULATIONS

1. Student with two (2) consecutive unexcused absences will be sent a drop letter and will be no longer enrolled with a pro rata refund no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student.
2. Excused absences must be in writing and given to an A1 Truck Driving School, Inc. Instructor or staff member. Excused absences is either from a Doctor or Hospital written notice, or a death of the immediate family. **Excused absent must be documented in writing.**
3. Late or absent, please call the office at (510) 783-6030.
4. Student must stay in or near assigned truck at all times.
5. Each student assigned to pre-trip vehicle inspection will be responsible for that vehicle. Pre-trip is included in driving time. Trucks will be cleaned daily on returning to the yard.
6. Immediate dismissal of the school will occur for the following reasons:
  - a) Under the influence of alcohol or drugs, NO EXCEPTIONS! (*You will be asked to take a drug test*)
  - b) Smoking - NO SMOKING ALLOWED NEAR (200FT) OR ON SCHOOL GROUNDS AT ALL!
  - c) Gambling on premises.
  - d) Any physical conflict with another student or staff.
  - e) Excessive amount of unexcused absences.
  - f) Unsafe abuse or operation of equipment.
  - g) Unauthorized use of any A1 Truck & Bus School, Inc. equipment.
7. Dress appropriately. (No tank top, halter top, sandals or high heels)
8. Clean up after yourself. No littering on the premises or you will lose a day of class.
9. California Drivers License permits are \$70.00 for one (1) DMV driving test which your first exam of DMV. This is included with your A1 Truck Driving School, Inc. tuition fee.
  - Any additional attempts at DMV or extra training will be scheduled at the convenience of A1 Truck Driving School, Inc.
10. Any cellular phone and other electronic signaling devices are prohibited during training.
11. Any student injured while attending the school must report it immediately to a A1 Truck Driving School, Inc. staff member.
12. There is no tolerance for foul language with other students, teachers or among yourself or you will be sent home for that day. We will not permit any disrespect with your teachers. If you feel you cannot communicate with your instructor please contact the office for any new arrangements that we can attempt to accommodate you.

## GENERAL TERMS

1. No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, religion, disability ethnic or national origin nor be subjected to be discrimination of any kind of based on above. For information regarding Nondiscrimination or to resolve complaints contact the School Director.
2. Placement assistance may be provided, However, it is understood that the School does not and cannot promise or guarantee employment nor level of income or wage rate to Student or graduate.
3. All supplies for the program selected will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
4. Cost of medical DOT or other examination, if required, is to be paid for by the Student.
5. The School reserves the right to postpone training in the event of natural disasters, acts of God, labor disputes, equipment failure. Students will be notified.
6. The School reserves the right to change or modify, without notification, the program content, equipment, staff or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish improving competency of any program or result in tuition changes for current attending students.
7. This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized. No modifications may be made without prior written approval of School and Student with DMV and the school language of ENGLISH SPEAKING ONLY.
8. Under the theory of "negligence", if the student was not driving in a reasonably safe manner, he or she will be held liable for any injuries and damages stemming from not observing their surroundings when driving. Even when students are learning how to drive, if they are out on the roads and highways they are still required to drive in a reasonably safe manner. That means obeying stop signs and traffic signals, checking blind spots before changing lanes, yielding correctly, and obeying posted speed limits.
9. Any damages by student to A1 Truck Driving School, Inc. equipment, student will be held liable to pay for any and all repairs of the equipment that has cost A1 Truck Driving School, Inc. to bring the equipment back to the original condition. A1 Truck Driving School, Inc. is **NOT** responsible for any accidents, or injuries that occur on the property at any time. Student is responsible for your own safety and personal property damages or injuries on school grounds. A1 Truck Driving School, Inc. is not liable for any lost, stolen, theft or damage to your property whatsoever. You must secure all personal belongings and property, you assume all risk.

## ATTENDANCE POLICY

Requiring our students to have a good attendance record is one of the most vital elements of A1 Truck Driving School, Inc. Due to the fact that the program is short courses, students must be on time and in attendance every day. Students should anticipate a plan for any problem that would prevent them from attending class.

**Absence/Tardiness:** In case of illness, death or birth in the immediate family, the student should notify the School Director in writing in order to obtain an "excused absence". All other absences will be considered "un-excused". Being late to class by ten minutes or more, without a good reason, will be considered as one unexcused absence.

**Warning/Drop:** The student will receive a warning letter after two unexcused absences. Unless arrangements are made with the School Director, a student who has four absences will be sent a drop letter from our program. If the student fails to respond to the drop letter in a reasonable time, they will be dropped from the program.

**Make up Work:** Will be scheduled by the School Director only for those students who have excused absences and need the time. All incomplete work must be made up before the student can graduate from our school.

**Leave of Absence:** A student seeking leave of absence must do so by notifying the School Director in writing. Students who are granted a leave of absence will be dropped from the school if the student does not re-enroll within 30 days. A leave of absence cannot exceed thirty (30) calendar days for regular leave or thirty (30) days for a verified medical reason. Only one leave of absence will be granted to each student.

**Re-admission:** A1 Truck Driving School, Inc. does not re-admit students who have been dropped from our course. Other circumstances will be dealt with on an individual basis.

## STUDENT RECORDS

A1 Truck Driving School, Inc. will maintain student records onsite for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal institute hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the Campus Director.
2. The institute may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.