



## NEW ENGLAND TRACTOR TRAILER TRAINING SCHOOLS

### CODE OF CONDUCT

The following document contains a set of responsible conduct standards that this school follows and each administrative employee (referred to as an "Associate") agrees to abide by.

#### Enrollment

1. Each associate is required to sign an attestation that his or her individual actions are in compliance. These attestations are kept on file for inspection.
2. Consistent with applicable laws and regulations, no bonuses or other incentives will be paid to Associates based directly or indirectly on enrollments or starts.
3. No representation will be made that students will be assured to graduate.
4. No representation of specific employment or placement results will be made to prospective students other than as supported by written or electronic disclosures.
5. No representation of compensation for a specific career after graduation will be made to prospective students other than those supported by written or electronic disclosures based upon either: (1) actual data; (2) data required by federal or state laws or accreditation standards; or (3) Bureau of Labor Statistics ("BLS") data.
6. This school will not advertise, enroll or start students for a Title IV eligible program until it is officially approved in writing by the applicable state licensing agency and institutional accrediting agency or otherwise permitted by their rules or standards.
7. This school will uphold high standards of ethics and truthfulness in providing information to prospective students regarding educational programs, facilities, educational costs, financial aid and completion/graduation/employment or placement/earnings data.
8. All statements of fact made in any advertising or promotional materials not independently verifiable by the general public must either have back up documentation on file for inspection or the school must otherwise have evidence of independent verification.
9. All prospective students will be given an opportunity to meet with a Financial Aid Associate and to receive a tour of the school prior to starting classes.
10. This school will endeavor to have all providers of student inquiries to complete their work with the same standards of ethics and truthfulness as the school adheres to and in compliance with all state and federal rules.
11. This school will train and hold its Associates accountable for complying with the Disclosure section of this document.

#### Disclosure

1. Prior to signing any enrollment agreement or contract, every applicant will be provided in writing or electronically:
  - a. Total projected program cost including all materials, books and fees
  - b. Program specific completion rates
  - c. Program specific employment or placement rates for program of interest
  - d. Accreditors mandated institutional completion/retention rates and employment or placement rates
  - e. A copy of the school's catalog

2. This school will disclose to prospective students general information about its institutional accreditation and provide the electronic link to the accreditor's website so the student may review more detailed information.
3. This school will disclose to prospective students in writing or electronically that transferability of credit is determined by the receiving institution. Unless a student receives written or electronic assurance from another institution, or transfer of credit is assured through an articulation agreement, the student cannot assume that any credits obtained while attending this school are transferable.
4. This school will disclose to prospective students either in writing or electronically their anticipated monthly payments on federal reported loans.

### **Market Demanded Programming and Content**

1. This school is committed to achieving accreditor-promulgated standards of graduate employment.
2. This school will conduct periodic assessments of job market demand for graduates based on (1) employment activity and trends; (2) advisory board, employer, and graduate feedback; and (3) relevant local/regional industry trends (e.g., housing starts, manufactures layoffs). Program curriculum and admission rates will be evaluated in light of such job demand assessments and revised appropriately.
3. This school's program advisory board must consist of a minimum of three professionals working in the profession of which the school offers programs.

### **Financial Aid**

In addition to complying with the detailed provisions contained in Title 34 of the Code of Federal Regulations and applicable state laws and accrediting body standards, this school shall adhere to the following:

1. Unless specifically trained, Admission Associates will limit their discussion of financial aid to a general description of the financial aid programs in which the school participates. Admissions Associates will refer all other questions from prospective students regarding financial aid eligibility to Financial Aid Associates.
2. No applicant will be encouraged or instructed to falsify or provide any misleading information when making application for financial aid. This school will have a ZERO tolerance policy in this regard and will immediately terminate any employee who is determined to have knowingly encouraged or instructed applicants to provide false or misleading information. In addition, this school will report such action to the Office of Inspector General as required under US Department of Education rules. This school will affirmatively inform prospective students that failure to be fully truthful and accurate on all FAFSA applications is a criminal offense and that the school is obligated to notify the Office of Inspector General of any credible evidence of fraud.

### **Student Readiness**

1. No student who withdraws within 30 calendar days of beginning an educational program should incur or retain Title IV debt related to his or her attendance at the school.
2. This school will only admit those applicants who meet the school's published admissions requirements.

**Placement Assistance**

Graduate employment or placement records are maintained for all accredited programs offered at this school. This school shall offer comprehensive job employment and/or placement assistance for graduates of such programs and will measure success pursuant to industry recognized standards, with an emphasis on continuous improvement. Graduate satisfaction surveys will be conducted each year. Survey information will be maintained for inspection to the extent permissible under the Family Education Rights and Privacy Act and the school's record retention policies and procedures.

**I HAVE READ AND AGREE TO ABIDE BY THESE STATEMENTS THAT CONSITUTE THIS SCHOOL'S CODE OF CONDUCT PERTAINING TO STUDENT RELATIONS.**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE