

## CATALOG ADDENDUM

### TYPICAL CLASS DAY SCHOOL

#### HOURS

07:00 am	Class Start
08:55 am	Break
09:10 am	Class
12:00 noon	Lunch
1:00 pm	Class
2:55 pm	Break
3:10 pm	Class
6:00 pm	End of Class

*NOTE: All make-up time and night driving must be scheduled through the Director of Training.*

### STUDENT SCHEDULE

Addendum to Roadmaster Catalog, Page 13, Class Schedule (Line 1). Catalog changes are as follows:

Students will be assigned one of the following full-time class schedules. The student's "Class Start Date" and "Class Ending Date" is documented on the Enrollment Agreement.

#### **Schedule 1 — 160 Clock Hours — 4 Weeks**

Monday-Thursday

#### **Schedule 2 — 160 Clock Hours — 3 Weeks**

Week 1 Mon-Thurs + Sat & Sun

Week 2 Mon-Thurs + Sat & Sun

Week 3 Monday-Thursday

**The Weekend Class Schedule remains unchanged.**

### TUITION COST AND FEES

**Total Tuition Cost: \$6,495.00**

Includes: Seat Reservation and Books .

#### **\*Optional Fees: (see below)**

DOT Physical	\$40.00
Drug Screen	\$40.00
TX DPS Permit Fee	\$11.00
TX DPS License Fee	\$61.00
Lodging (shared room a day)	\$40.00

#### **Preapproved Individual Courses:**

Calculated at \$40 per contact hour.

\* **Optional Fees** are set in part by the Physical Examiner, Background Contractor, State of Texas DPS, and Lodging facility, not by this school. These fees can and do change frequently. For the convenience of the student we have invited a company to do physicals at our location. All fees are the responsibility of the student. Fees paid by the school on behalf of the student may not be refundable.

**Incomplete Grade Policy:** In addition to the Grading Scale listed on Page 14 of the Catalog, Roadmaster Drivers School of San Antonio, Texas, maintains a policy regarding an Incomplete Grade. Under *Texas Education Code, Section 132.061 (f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The Incomplete Grade Policy allows a student who has received a grade of incomplete to reenroll in the school during the 12-month period following the date the student withdrew, and to complete the incomplete subjects without payment of additional tuition.

**Readmission after Termination Policy:** In addition to the Standards of Satisfactory Academic Progress, Roadmaster Drivers School of San Antonio, Texas, further defines the conditions of Readmission after Termination as a result of unsatisfactory progress. Under *Title 40, Texas Administrative Code, Section 807.221-244*, students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

**Appeal Process/Grievance Procedure:** The Roadmaster Appeal Process/Grievance Procedure is outlined in the Catalog on page 13, paragraph 3. Unresolved grievances may be directed to the Texas Workforce Commission, Career Schools and Colleges, Phone 512-936-3100, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001.

### Full-Time Staff and Instructors

Name	Title	Credentials	
Michael Laughy	School Director	18 years experience as director	B.S. Degree
Sandra Kingsley	Finance & Placement Manager	20 years experience in finance	B.S. Degree
Samantha Benavides	Finance & Placement Assistant	2 years experience	
Samantha M. Laughy	Office Administrator	2 years experience	
Meghan Gutter	Receptionist	1 years experience	
Juan Maldonado	Admissions Representative	14 years experience	
Kelly Stine	Admissions Representative	9 year experience	B.B.A.
Juan "Rick" Reyna	Admissions Representative	10 years experience	
Bruce Cochran	Admissions Representative	14 years experience	
Edward Goodwin	Director of Training	CDL, 42 years driving experience	Master Instructor
Russell Vick	Lead Instructor	CDL, 10 years driving experience	Master Instructor
Robert Huth	Instructor	CDL, 54 years driving experience	Master Instructor
Ronnie Claypool	Instructor	CDL, 30 years driving experience	Level 4 Cert. Instructor
Donald "Jim" Stiffler	Instructor	CDL, 20 years driving experience	Level 1 Cert. Instructor
Juana DeHoyos	Instructor	CDL, 6 years driving experience	Master Instructor
Samuel Chaney	Instructor	CDL, 15 years driving experience	Level 2 Cert. Instructor
Sahara Greer	Instructor	CDL, 25 years driving experience	
Sabrina Romo	Instructor	CDL, 8 years driving experience	
Josue De Jesus	Instructor	CDL, 6 years driving experience	
Dona Stein	Instructor	CDL, 10 years driving experience	
Richard Pierce	Instructor	CDL, 9 years driving experience	
Randy Miller	Instructor	CDL, 27 yrs. experience	
Isaias Garza III	Mechanic	10 years experience	

The information contained in this addendum is true and correct to the best of my knowledge.

\_\_\_\_\_, School Director, Roadmaster Drivers School, San Antonio, Texas