

Application for Enrollment

Course Title: Freight Broker Training/Basic Course

Training Dates: Beginning Date: _____ Ending Date: _____

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Publication date of this enrollment agreement: January 2016. Effective dates: January 1 - December 31, 2016.

Student Information

The information you provide will not be sold or distributed. This information will allow our admissions department to create a personalized file in our system so we can better serve you.

Name _____

Address _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 _____

E-mail _____ Place of Birth _____

Birth date _____ SSN# _____

Educational background (circle highest level completed):

High School Graduate? Y or N College? 1-2-3-4 Grad? Y or N Other _____

Personal and Work Background:

Completing this section will assist our admissions staff with any recommendations/suggestions.

Previous / Current experience in transportation industry: Yes _____ No _____

Present or most recent employer _____

Goals after training: _____

Check your goals below:

_____ My goal is to obtain employment with a trucking/logistics company
(any specifics: _____)

_____ My goal is to train to work as an independent agent in this field

_____ My goal is to start my own brokerage as soon as training is complete

_____ Other: _____

Previous Work and/or Sales/Dispatching/Supervisory Experience:

Position(s) Held: _____

Duties: _____

Student Init. _____

Enrollment Requirements

High School diploma or equivalent testing is required for enrollment. The following standards and guidelines for enrollment are to inform all potential trainees what is expected from them for training success, and what trainees can expect from Brooke Transportation Training Solutions, LLC. (BTTS). The standards of our Freight Broker Training are honest business ethics, integrity, and commitment to service.

I understand that any recommendations made by course instructors are based on their industry knowledge and experience in the industry. While I am not obligated to comply with their recommendations, they are made with the intention of maximum benefit for the student from the program.

Training Calendar 2016 (more dates to be added)

Jan 18 - 22 Dallas/Ft. Worth, TX	May 23 - 27 Dallas/Ft. Worth, TX	Sept 12 - 16 Dallas/Ft. Worth, TX
Feb 22 - 26 Dallas/Ft. Worth, TX	June 20 - 24 Dallas/Ft. Worth, TX	Oct 10 - 14 Dallas/Ft. Worth, TX
Mar 21 - 25 Dallas/Ft. Worth, TX	July 18 - 22 Dallas/Ft. Worth, TX	Nov 7 - 11 Dallas/Ft. Worth, TX
April 25 - 29 Dallas/Ft. Worth, TX	Aug 15 - 29 Dallas/Ft. Worth, TX	Dec 5 - 9 Dallas/Ft. Worth, TX

The Advanced Course is held on the week following the Basic Course week at Dallas/Ft. Worth location only, except Nov/Dec.

Appendix

A. Attendance

Regular attendance of each day of training program is expected, just as it is expected in the workplace. When training is in session, all trainees are expected to attend and to be prepared to learn. We strongly recommend that trainees find alternate means of transportation, child care and assistance during their hours of training. Please notify instructor in advance in writing if you expect to miss any class hours.

B. Grades

In-class assignments, homework, and/or test(s)/quizzes

C. Performance

Some criteria that instructors will look for (but not limited to the following):

1. Did student seem to understand the concepts?
2. Were student's questions appropriate to the understanding of material being covered?
3. Was student prepared with any homework and or any in-class work or tests/quizzes given?

D. Personal Conduct

Conduct throughout training: Instructors will objectively evaluate students based on their conduct throughout the training sessions. These evaluations will be used to allow the trainee to work with the instructor daily to receive the maximum benefit from training. Just as in the workplace, we expect the training environment to be professional, to encourage learning and working together as a team. For this reason, the following will be the rules in the classroom:

1. No foul language.
2. No classroom disruption of any kind, including but not limited to:
 - a. Rude or belligerent comments or behavior towards an instructor or towards another student.
 - b. Any type of sexual harassment.
 - c. Excessive tardiness, personal business conducted during training, or any other behaviors disruptive to the training.
 - d. No smoking will be allowed in the classroom. You may have a beverage and/or snacks.
 - e. Cellular phones, wireless internet and other distractions should be turned off or turned to silence during classroom lecture and training.

Student Init. _____

BTTS Rep. Init. _____

Course Fees (subject to change):

Tuition:	\$2103.00
Registration/Admin. Fee:	100.00 (non-refundable)
Workbook & Handouts:	289.00
Misc. Supplies:	<u>3.00</u>
Total Cost:	\$2495.00

Course Length: 40 Clock Hours

Course fees are the total amount that student should expect to pay (for course tuition, books/handouts, and supplies). Student will receive a Certificate of Completion of Training upon graduation.

Cashier's checks and money orders are acceptable forms of payment. Personal or company checks are accepted if received in main office 7 business days or more before the first day of class.

100% of tuition and fees are due and payable before the first day of class.

Amount submitted with enrollment application:

Payment method (check one):

Visa MasterCard Check Other

This is a: credit card debit card

Cardholder name as listed on card:

Address the card statement mails to:

Card Number _____ Exp. Date: _____

3 digit code: _____

Brooke Transportation Training Solutions, LLC, charges no interest charges pertaining to this agreement. (Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.)

Cancellation Policy:

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within three days of the student's first scheduled class days (does not apply to Seminars).

Refund Policy:

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Student Init. _____

BTTS Rep. Init. _____

MAILING ADDRESS:

401 North Carroll, Suite 195
South Lake , TX 76092

PHYSICAL ADDRESS:

5005 Colleyville Blvd. #204
Colleyville, TX 76034

ph 214-206-1169 • fax 469-327-2712

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE:

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (2) A grade of incomplete with the designation "withdrawn-military" for the course in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if the program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for books for the program; or
- (3) The assignment of an appropriate final grade or credit for the courses in the program, but only if the Instructor or Instructors of the program determine that the student has:
 - a) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b) Demonstrates sufficient mastery of the program material to receive credit for completing the program.

Informed Consent

Please read and initial the following statements regarding Brooke Transportation Training Solutions, LLC ("BTTS") freight broker training course ("Course") and regarding prospective employment in this job field:

1. I understand that violating the personal conduct code outlined in this enrollment agreement could cause me to be expelled from training, and I have read the cancellation refund notice, which explains the prorated refund of tuition paid. ____
2. I agree to indemnify and hold BTTS, its instructors, owners, representatives, affiliates ("BTTS Representatives") harmless of and from any inability to perform or to become successful in the field of freight brokering; I understand that I am the only one who can utilize my knowledge and abilities. ____
3. I understand that completing this Course does not guarantee that I will be successful in the field. The Course provides the trainee with information such as industry knowledge, examples of forms, contracts, resources, and basics that are necessary to operate in this job field. I have not been guaranteed specific job placement, or any income after completing this training school. ____
4. I understand that being a freight broker or freight broker agent requires contacts and agreements with shippers and other freight owners. Because building this client base takes time, I understand that generating income from this training may not be immediate, and there is no guarantee as to a minimum dollar amount that can be made in the job field. ____
5. I understand that this Course is designed to provide an accurate portrayal of information requires to start a freight brokerage or freight agency. I understand that information provided in the Course or information provided by BTTS Representatives, sample contracts, sample forms, letters, marketing material, handouts, training books, or other materials handed out, shown

Student Init. ____

BTTS Rep. Init. ____

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or represented during the Course are provided as samples or examples only, and are provided with the understanding that BTTS Representatives are not engaged in rendering legal, tax accounting, professional or technical services. _____

6. Since all business opportunities contain inherent risks, it is suggested by BTTS that the student consult their own legal, tax, accounting, or technical professionals. I understand that it is my responsibility to seek my own legal, tax, accounting or professional advice regarding any related issues that may be needed for this or for any related business venture. _____
7. I understand that BTTS or BTTS Representatives have attempted to provide accurate and complete information in this Course; however, BTTS or BTTS Representatives assume no responsibility for inaccuracies, errors or omissions or any inconsistencies herein. Any vendors, service providers, or resources mentioned by BTTS Representatives are believed to be reputable but neither BTTS nor BTTS Representatives accept any responsibility for the activities of those mentioned or their products or services. _____

I have received and understand the policies and terms of Brooke Transportation Training Solutions, LLC, and agree to abide by them. I understand that audio or video taping during class is not allowed. I have received a copy of the school enrollment agreement and catalog.

I hereby agree that facsimile or computer generated signatures shall have the same legal binding as original signatures.

Student Signature

Date

Brooke Transportation Training Solutions, LLC Representative

Date

(Volume VII, revised January 1, 2016)

Detachable Notice of Cancellation:

This notice, dated _____ is a notice of cancellation by student

_____, for the course _____,

for the following reason:

Dates for rescheduled class (mo/yr): _____.

Student Signature

Date

Brooke Transportation Training Solutions, LLC Representative

Date

Student Init. _____

BTTS Rep. Init. _____