

## Application for Enrollment

### Course Title: Freight Broker Training/Basic Course

Training Dates: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### 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 \_\_\_\_\_

Previous / Current experience in transportation industry: Yes \_\_\_\_\_ No \_\_\_\_\_

(explain if yes) \_\_\_\_\_

Present employer \_\_\_\_\_  
(if not currently employed, list most recent)

Goals after training: \_\_\_\_\_

### Personal and Work Background:

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

#### 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. \_\_\_\_\_

**MAILING ADDRESS:**

401 North Carroll, Suite 195  
South Lake , TX 76092

**PHYSICAL ADDRESS:**

7001 Boulevard 26/Grapevine Hwy. 26, Ste. 335  
N. Richland Hills, TX 76180

ph 214-206-1169 • fax 469-327-2712

## 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 recommendations made by course instructors are based on their 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 and Holidays (Dallas/Ft. Worth location)

Jan 23-27, 2012

Feb 27-March 2, 2012

March 26-30, 2012

April 23-27, 2012

May 21-25, 2012

June 18-22, 2012

July 23-27, 2012

Aug 27-31, 2012

Sept 24-28, 2012

Oct 22-26, 2012

Nov 12-16, 2012

Dec 10-14, 2012

The Advanced Course is held on the week following the Basic Course week.

## 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 the 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.

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BTTS Rep. Init. \_\_\_\_\_

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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.

**Course Fees:\*** (\*subject to change)

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

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.

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

Cashier's checks or money orders are acceptable forms of payment. Personal or company checks are accepted if received in main office 7 days or more 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.)

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## Refund Policy:

Refund computations are prorated, based on the program time expressed in clock hours. The effective date of termination for refund purposes will be the earliest of the following: the last date of attendance, or the date of receipt of written notice from the student.

**A \$100 non-refundable registration fee.** Should you need to cancel, this registration administration fee is non-refundable; however, you may apply this fee toward another training session date. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of fees that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program. Books and supplies that have been distributed to the class will not be refunded after class begins. A full refund of all fees will be paid in each of the following cases: (a) an enrollee is not accepted by school; (b) if the course is discontinued by the school; (c) if student's enrollment was procured as a result of advertising misrepresentation or misrepresentations by representatives of the school. Refunds will be totally consummated within 60 days after the effective date of termination.

## 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 a 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 courses 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 that 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 the program other than any previously unpaid balance of the original tuition, fees, and 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) demonstrated sufficient mastery of the program material to receive credit for completing the program.

## Informed Consent

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

1. I understand that violating the personal conduct 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 tuitions 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 any income after completing this training school. \_\_\_\_\_

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4. I understand that being a freight broker or a 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 required 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 materials, handouts, training books, or other materials handed out, shown 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 his or her own legal, tax, accounting, or technical professional. I understand that it is my responsibility to seek my own legal, tax, accounting or professional advise regarding any related issues that may be needed for this or for any related business venture. \_\_\_\_\_
7. I understand that BTTS and 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. Vendors, service providers, or resources mentioned by BTTS Representatives are believed to be reputable but neither BTTS or BTTS Representatives accept any responsibility for the activities or 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 are 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.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Brooke Transportation Training Solutions, LLC Representative \_\_\_\_\_ Date \_\_\_\_\_

(Volume V, revised January 1, 2012)

*Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Publication date of enrollment agreement: January 2012. Effective dates Jan. 1 – Dec. 31, 2012.*