

Black Fox Timber Management Group, Inc.

Beginning Forestry Technician

COURSE CATALOG

Class Year

January 1, 2016 – December 30, 2016

Catalog Updated Annually

Training Locations

110 Squaw Valley Road, McCloud, CA 96057 Main Campus

1201 Placer Drive Street Redding, Ca 96001 Satellite Campus

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MISSION OF THE INSTITUTION

The mission of the Black Fox Timber Management Group, Inc. (BFT) Beginning Forestry Technician is to provide training, confidence and to qualify students in being a Forestry Technician.

PROGRAM GOALS

The goal of Black Fox Timber Management Group, Inc. is to produce competent, entry-level Forestry Technicians.

PROGRAM OBJECTIVES

At the completion of the program the student will be able to demonstrate their ability to enter into a Forestry Technician job and fulfill the roll of an entry-level Technician. We want each and every student to succeed. Our commitment is to offer the best training available. This is done by putting you the student in the very same environment and circumstances you will face when you are employed in the timber industry. Our training has the class time needed, but we do hands on training so you know how to do it.

STATEMENT OF HISTORY AND OWNERSHIP

Black Fox Timber Management Group, Inc. was established by Tim English and Jimmy Smith after Olympic Resource Management (ORM) closed their timberlands office in California in December 2007. Tim English has over 30 years of forestry experience and was manager of ORM 2003 through 2007 where he managed 500,000 acres in Northern California and in Southern Oregon. Mr. English has overseen a forestry staff of approximately 18, managed timber harvest plans, log sales, managed forestry consulting for ORM. Jimmy Smith was also employed by ORM, managed inventory projects, wildlife survey and conducted various other studies in California, Oregon and Washington. In his 20 years of Forestry experience, he also has timber marking, unit layout and stream sampling.

Black Fox Timber Management Group, Inc., provides professional services as forestry consultants and timberland management throughout the western United States. Clients vary from private small to large industrial timberland owners. BFTM also has clients that are investors such as Hancock Life Insurance and Fidelity investments. Retirements often times have some sort of investment in timberland such as Cal-Pers, and Teachers Unions. BFTM also has operations in San Bernardino, Riverside and Los Angeles Counties.

Why did a forestry company get into having a school? It's a question that has been asked a lot! The idea came about when Tim English and I were still employed at Olympic Resource Management. In the years of 2005-2006 ORM spent nearly \$68,000 training new people and even then some of them still didn't work out. People with a 4 year degree in forestry still needed to be trained for the field. It was a problem that all forestry consulting and timberland companies were having. We spent three years of writing and designing a quality training program and seeking approval by others in the profession. March of 2010, Black Fox Timber Management Group, Inc. wrote a final daft for a forestry training program that included copyrights. The Beginning Forestry Technician program was put together to address the demand for quality Forestry Technicians. The program has taught three programs with great success.

We are now seeing momentum as far as natural resource companies calling us for students that graduate our program.

Black Fox Timber Management Group, Inc. has experience in teaching natural resources. From 2010-2011 BFTM were hired to train people for the Smart Business Center out of Redding, CA

Black Fox Timber Management Group, Inc.'s Beginning Forestry Technician Training Program is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009; however Bureau for Private Postsecondary Education doesn't endorse Beginning Forestry Technician Training Program.

JOB PLACEMENT

Our goal for those that want to work in forestry is to help those students do just that. Our faculty will use personal and professional contacts to help students gain employment. Job placement is a joint effort. It's imperative to those that want employment to follow-up on all leads given to you by our staff. It's also important that research is done by student on the company that will be interviewing you.

We will give you the tools you need to be successful. We will find out who is hiring we will try to set up field trips to firms so you can meet potential employers. We will attempt to bring them in the classroom and or field so you the students can meet those that hire. We will instruct on how to conduct an interview and dress for a Forestry Technician position. We will write your resume so it reflects the training you had in our program. We will assist you, but it's you that has to have the ability to make yourself desirable for them to want to hire you. School Director will oversee the job placement process. We can't guarantee you will be hired, but your chances of being hired are hugely increased.

Website addresses that post forestry related jobs, will be provided to students.

FACULTY

Jimmy Smith, Program Director and Instructor has nearly 20 years' experience in Forestry in the Pacific Northwest. Certified in Archeology in the State of California and also certified for the Department of Natural Resources in Washington State.

Tim English, Director. He graduated from Humboldt State University with a BS in Forestry Management with 33 years' experience in forestry. He managed 500,000 acres of timberland in California and Oregon.

Katie Benson, Instructor Timber Harvest Plan writer, and policy compliance. She graduated from Humboldt State University with a BS in forest management and production. She has 5 years of experience and was the southern California Operations Manager for BTM.

Brian Shaw, Wildlife Biologist and Northern California Spotted Owl Expert. He graduated from California State University Chico with a BS in Biological Science and a BA in Geography.

Travis Wizner, Wildlife Program Manager, Attended Lassen College has certificate for archeology. He has 8 years' experience forestry 5 years of timber cruising and timber marking. He also supervised contract administration on planting and spray crews.

Jordan Dutton, Forestry Technician has 3 years combined field experience that include wildlife surveys, unit layout, timber cruising and timber marking. He was a Fire Fighter and Instructor for US Navy.

Josh Julien, Timber Cruiser Supervisor, Trainer. He has 8 years' experience in forestry. His experience includes timber marking, unit layout, and software designs, wildlife surveys and report writing and data analysts. He trains new personnel.

Chaz Naranjo, Timber Marking Supervisor, Trainer has 10 years' experience. His experience is timber marking timber cruising and wildlife surveys.

Cole Hickey, Forestry Technician, has 2 years' experience in tree survival exams, timber marking and timber cruising. He also has experience conducting activity center searches for Northern California Spotted owls.

Mike Buttz, Forestry Technician has 5 years' experience. It includes wildlife surveys, timber marking and timber cruising.

Cindy English, Office Administrator- Custodian of Records. She has 6 years' experience of record keeping and payable and receivables. Mrs. English also worked for the District Attorney's Office in Sacramento for 8 years.

Jan Staley, Assistant Office Administrator has 3 years' experience and assisted Wildlife Department at Black Fox Timber in record keeping and filing of documents. She also does data entry. Jan was also a Community Service Officer for Fresno County Sheriff's Department for 2 years.

FACILITIES

BFT Beginning Forestry Technician program is located at 105 E. Minnesota Ave, McCloud, CA 96057. Field training will be conducted at various private timberlands. Facility in McCloud is 6,500 Sq. Class Room is approximately 500 Sq. and vehicle parking in at the eastside of the facility. We have the handicap parking and restrooms. Our classrooms are located at BFT main office with a Satellite Campus 1201 Placer St. Redding, 252sq classroom in Redding, California. Please call (530) 964-9756 This location is inside Smart Business Resource Center building.

Black Fox Timber Management Group, Inc. or it's Officer's doesn't have pending petition in bankruptcy. We never filed bankruptcy in the past 5 years or beyond. Our company and its Officers practices sound financial practices. Black Fox Timber Management Group, Inc. is not operating as a debtor in possession. Black Fox Timber Management Group, Inc. has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11U.S.C. Section 1101 et seq).

Review Documents prior to Signing

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.

EDUCATIONAL PROGRAM

Beginning Forestry Technician

BFT Beginning Forestry Technician will be prepared to become a vital technician for any forestry company throughout the Northwest. Students must successfully complete and pass the approved program, written and skill testing.

Description of the Profession

Forestry Technicians that have fulfilled requirements by BFT standards will have assistance from BFT in locating prospective jobs in the Northwest. They will be trained on how to mark timber, cruise timber, WLPZ flagging, boundary line flagging and inventory cruising. The student will be instructed on the uses of Relaskop, Loggers tape, compasses measuring scales, lasers, Field Data Recorders, Wildlife electronic callers, GPS units and reading Topographical maps and Forest Service Maps.

PROGRAM DESCRIPTIONS

The Beginning Forestry Technician program will be a challenge not only physically but mentally as well. It is fast paced and intense and requires your full attention, participation, and dedication at all times. Our focus is to train you to be productive and effective and efficient. It is designed so that you will be truly tested under the same circumstances that one can expect once hired by a forestry consulting or timberland management company. You will experience depending what time of year you train, or when you are employed in forestry. You should be prepared working in cold raining and snowy weather day in and day out. You will endure hot and humid weather conditions. You will be stung by bees, hornets, and wasps. You will encounter bears, other animals and snakes. You will work in places that have poison oak. The terrain will be steep and brushy at times or all the time. You will be trained to work in adverse weather conditions on rugged terrain. Graduating from this class with a Black Fox Timber Management Group, Inc. certificate is an indication to those companies that you're applying to that you have been trained to handle what Forestry Technicians are expected to handle. For those that graduate this program, you will leave with a solid foundation to build on for years to come.

The main focus is to train you in for circumstances, situations, in the environment a Forestry Technician will have once employed. We look for those that can work as a team and can work and be comfortable working alone. Forestry Technicians mostly work along, but requires you to work in a team environment. In Beginning Forestry Technician program you will be monitored on how well you work with others and how well you work alone. The forestry profession plans and circumstances change and sometimes with little notice. You will also need to be flexible and be ready for this. This program will train you on how to adjust and prepare for this.

If you're sole purpose for wanting to get into forestry is to experience the outdoors to be closer to nature, please keep in mind you will not have paths to walk on and there are no picnic tables. The Beginning Forestry Technician program will be difficult as being a Forestry Technician when you are employed.

Each morning we expect our students to be ready and prepared as if they are ready to work at the start time of every class. Students will be responsible to bring their own lunch and water. We will expect the student to be fully prepared, with equipment, notes, maps, pencils, pens, boots laced up and instructional handouts the second class begins. We will not make special trips to the store on class time. We will not tie up class time for a student that is running late or who isn't prepared. The Beginning Forestry Technician program also reserves the right to give tests, exams, and pop quizzes without notice. Homework or reading assignments should be expected.

This program requires the completion of 280 hours in Beginning Forestry Technician. There will be classroom instruction along with field instruction demonstrating the uses of the equipment necessary, and being tested weekly if not daily. A student will know, on the last day of class if they passed the training program. The program is represented as follows:

Black Fox Timber Management Group, Inc. Forestry Technician training program has the right to make policy and procedures as circumstances may change over time. When necessary, the School Director reserves the right to make changes in equipment and materials and modify curriculum to keep up with the ever changing forestry profession. This allows for utilizing better and more efficient ways train to people. This also may give School Director and school instructors' the flexibility needed to stay current with timber companies and forestry consulting firm's needs.

Beginning Forestry Technician

280 hours

This addresses the following topics:

- Tree species, tree diseases, tree defect and log position
- Timber cruise protocol
- Form class and basal area factors
- Relaskop
- Timber marking
- Location posters, Forest Service, Topographical, navigate day and night
- Demonstration of spacing & disperse sample areas
- Detecting potential historical & prehistoric sites
- Logging methods
- Silviculture and lay out
- Protocol for surveying Northern Spotted Owl, use of callers
- GPS for unit mapping and calculating area
- General understanding of the Timber Harvest Plan Process
- General understanding of forestry economics

EXAMINATIONS AND GRADING

Our program gives each student the experience of field training. Approximately 90% of our program is field training, while the remainder is classroom time. Typically the classroom time is spent given written tests based on prior training. We give several tests to make sure that each student understands the training and gauges for the Instructors areas we need to reinforce. Classroom time is spent explaining what they can expect for the day. It allows students to ask questions and instructors can draw examples on the dry board. The office is also a place for each student to keep notes and other desk materials. The classroom is typically a place to meet and debrief.

ADMISSION STANDARDS AND GRADUATION REQUIREMENTS

Students must be 18 years of age with high school diploma or equivalent (GED) and their resume with a cover letter. Students must also hand write a letter 4 paragraphs in length why they are interest in joining the class. A driving record print out of at least 3 years is required, if the student has been driving that long. Each student is to have one interview by Jimmy Smith or Tim English. Each student is required to purchase a cruisers vest, raingear, work boots, gloves and a hard hat.

The student will be expected to have writing and math skills of the 12th grade.

In order to pass the Beginning Forestry Technician program the student must be able to identify tree species, tree disease, tree defect and log position. The student will also need to pass the timber protocol for at least 3 different cruises and enter sample data on a data recorder. The student will need to pass the form class and 80% measurements along with using at least 6 different basal area factors. The student will need to use the relaskop for various basal area factors, tree heights, slope and crown measurement along with tree position. Each student will be expected to select prime site trees by health characteristics. The students will turn in marking cards that are legible and consistent with trees marked. The students will be expected to read location posters, Forest Service, Topographical, project maps and navigate both in day and night time. The students will demonstrate how they can figure out the amount of spacing that equally dispersed sample areas. The students will be expected to know the distance and area as it pertains to forestry. It is expected that each student can identify a potential historical and prehistoric site and classify the 5 watercourse classifications and water lake protection zones. The students will need to identify different logging methods. Each student will be able to identify silviculture and the principals of unit layout, along with the fundamentals of reforestation. Each student will need to know the basic protocol for surveying for the California Northern Spotted Owl and Barred Owl. The students will be expected to use a Garmin handheld GPS and for unit mapping and calculate area. Each student will be expected to demonstrate how to conduct an interview as it pertains to forestry. Each student is expected to understand the safety concerns in forestry.

Students can expect the Beginning Forestry Technician program to be physically and mentally demanding. We highly recommend being physically in shape prior to starting this program.

The Training Program Catalog will be updated annually during the month of January. A catalog can be mailed or emailed to anyone interested in the training program. Please call (530) 964-9756 for a catalog or have any questions. webpage www.blackfoxtimber.com

It is the student's responsibility to arrive at the facility. The beginning Forestry Technician Program will provide transportation from the facility to field for training and will bring students back to facility. Students will not be allowed to drive their own vehicle to the field unless special circumstances exist and approved by the Director.

Classes will take place between January 1st to December 30th. Our catalog will be updated in January of every year. Classes will be held in McCloud and or Redding based on dates and demand of Forestry Technicians. Classes will be held early spring or late winter and or fall. Snowfall and other weather patterns will dictate the timing and location of classes held. Call (530) 964-9756 for those dates. Classes will be held at 105 E. Minnesota Ave. McCloud, Ca or 1201 Placer St. Redding, Ca.

Monday- through Friday 7:00 AM to 4:00 PM students will be returning back to facility may vary depending on drive time from field training location. We also reserve the right to go longer if a test is given. Class times may vary depending on weather or other unpredictable circumstances. Students will have a 30 minute lunch break.

Night time training 6:00 PM to 2:00 AM. This is to get familiar with wildlife nighttime surveys. You will learn how to navigate during the dark. You will be exposed to nighttime elements.

Please bring a flashlight and warm clothing and try to get as much rest as possible before attending the night training.

Our training program will assist with locating housing. It's the student's responsibility to make those an arrangements.

Black Fox Timber Management Group, Inc.'s Forestry Technician program doesn't have housing or dormitory facilities under its control this is a non-residential facility. However, we have located places to stay and have rates on those places.

Our institution does not operate a dormitory or other housing facility, the available cost of housing located near the facilities estimates is \$ 1,200-\$ 2,960 a month **Black Fox Timber Management Group, Inc.'s Beginning Forestry Technician Training Program will assist students in locating adequate housing near the campus.**

Restaurants and Lodging for the McCloud Main Campus.

The town of McCloud is approximately 1.5 hours north of Redding and approximately 1.5 hours south of Medford Oregon.

McCloud: for students that are staying from out of the area for the Beginning Forestry Technician Program we have listed places for lodging and restaurants.

McCloud Timber Inn- with kitchenette (530) 964-2893. 153 Squaw Valley Road. Less than 500' from campus. \$60.00 per night

McCloud Hotel (530) 964-2822 408 Main Street approximately ½ mile from campus \$148.00 per night

McCloud River Inn (530) 964-2130 325 Lawndale Court approximately ½ mile from campus. \$148.00

McCloud Vacation Rentals (530) 964-2443

White Mountain Café approximately ½ mile from campus

Reginatos mini mart and deli 116 Broadway (530) 964-2251 within 500' of campus

McCloud Market 117 Broadway (530)964-2888 within 500' of campus

Chevron Gas Station and store (530) 964-2232 117 Squaw Valley Road within 400' of campus

Donna Sue's Spooner's Café at the McCloud Golf Course (530) 964-2272 approximately ½ mile from campus.

McCloud Healthcare Clinic (530) 964-2389 116 W Minnesota Avenue approximately 1100' from campus

Mount Shasta City is 10 miles from McCloud and has places to stay and eat. Mercy Medical Center Hospital is also located in Mount Shasta.

Mount Shasta Lodging

Best Western 111 Morgan Way, Mount Shasta, CA 96067 (530) 926-3101 \$169.00 per night

Cold Springs 724 N. Mount Shasta Blvd. Mount Shasta, CA 96067 (530) 918-9292 \$94.00 per night

Alpine Lodge 908 S. Mount Shasta Blvd. Mount Shasta, CA. 96067 (530) 926-3145 \$79-\$89 per night

Dunsmuir Lodging 17 miles from McCloud.

Dunsmuir Lodge 664 Dunsmuir Ave. Dunsmuir, CA 96025 (530) 235-2884 \$110 per night

Oak Tree Inn 4000 Siskiyou Ave. Dunsmuir, CA 96025 (530) 235-4100 \$119.00 per night

Cedar Lodge Motel 4201 Dunsmuir Ave. Dunsmuir, CA 96025 (530) 235-4831 \$65-75 per night

Redding Lodging

Comfort Inn 850 Mistletoe Ln. Redding, CA 96002 (530) 221-4472 \$99.00 per night

Quality Inn 2059 Hilltop Dr. Redding, CA 96002 (530) 221-6530 \$72.00 per night

Americana Lodge 1250 Pine St. Redding, California 96001 (530) 241-7020 \$117.00 per night

La Quinta In and Suites 2180 Hilltop, Redding, CA 96002 (530) 221-8200 \$115-125 per night

Rodeway Inn 532 N. Market St. Redding, CA 96003 (530) 241-6464 \$70.00 per night

Motel 6 1250 Twin View Blvd. Redding, CA 96003 (530) 246-4470 \$50.00

Motel 6 2385 Bechelli Ln. Redding, CA 96002 (530) 221-0562 \$50.00

Motel 6 1640 Hilltop Dr. Redding, CA 96002 (530) 221-1800 \$50.00

You can expect to use the following equipment for training:

**Relaskop
75' Loggers tape Calculator
Measuring scales
Compasses
Forest Service Maps
Timberland Cruise instructions
Pens/Pencils/highlighters
Marking paint guns
Snow shoes
Lasers
Paper
Copy machine
Desk and chairs
Cruising and marking field maps
Topographical maps
Northern Spotted Owl/Wildlife electronic callers
Forestry Flagging
Two way radios
Field binders
Note pads
Hodad
Field data recorders (PDA and Alregro CX)
Garmin Oregon 400T and 450T (GPS)
We provide transportation to the field and back to classroom**

Library and learning resources and procedures available.

Our library can be accessed in the McCloud facility from 8:00 AM to 4:00 PM Monday through Friday.

Students will be supplied with the necessary equipment and material needed to pass the program. Black Fox Timber Management Group, Inc. owns assortment of books and other forestry related educational and other supportive reading material that would be made available to loan or review to students upon request. Black Fox Timber Management Group, Inc.'s instructional staff will also give students topics to research via internet when the need arises. For students that don't have access to the internet they can team up with other students that do have access to the internet. Homework will be assigned as needed and material will be furnished to accomplish such assignments. Students will always have the necessary information to research related topics. Books and other materials can be loaned for up to 7 days. This will require each student to sign out anything on loan. Computer access can be granted for the classroom use only.

TOTAL CHARGES

Registration	Tuition	Books	STRF	Cruisers Vest	Total
\$125.00	\$5,200	\$52.00	0.00	\$70.00	\$5,395.00

Total Charges:

Tuition:	<u>\$5,200</u>
Registration Fee (Non-Refundable):	\$125.00
STRF - (Non-Refundable)	\$0.00 (\$0.00 for each \$1,000 institutional charges)
Equipment:	<u>\$70.00</u>
Textbooks:	<u>\$52.00</u>
Total:	<u>\$5,395.00</u>

Students must be dressed as if they will be working. Bring warm clothing such as a sweatshirt/jacket for cold weather. Thick socks and gloves should also be considered.

Financial Aid, Beginning Forestry Technician Training Program doesn't participate in Federal or State financial aid.

Students will need to purchase the following equipment to be allowed to start the Beginning Forestry Technician Program. We have also included places where the equipment can be purchased in the Redding area. Please contact Smart Business Resource Center if financial assistance is available. (530) 246-7911

N/A means that items are not covered under the cost of enrolling in the class. These will be items that you will need to purchase before the start of class.

Work boots Danners, Whites, Hawthorns type boot. \$150.00-\$400.00 N/A

Raingear \$40.00-\$200.00 N/A

Gloves \$7.00-\$22.00 N/A

Hardhats \$20.00-\$60.00 N/A

1. Shasta Boot Company. 2650 Bechelli Lane Redding, CA 96002 (530) 221-1396
2. Work World 905 Dana Drive Redding, CA 96003 (530) 222-8618

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Black Fox Timber Management Group, Inc.'s Beginning Forestry Technician Training Program is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Beginning Forestry Technician 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 is 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 the Black Fox Timber Management Group, Inc.'s to determine if your certificate will transfer.

We will not accept any credits or all a challenge any testing based on prior education from any institution. All students will have the same training for the same length of time.

The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

We do not award credit for students for experimental learning experience.

STUDENT SERVICES

Our office has a refrigerator and microwave. A convenient store is directly across the street from the classroom in McCloud.

Students that attend and pass our training program need to beware that this training program isn't a program that earns credits. Our training program doesn't have any agreements with other institution.

INTERNATIONAL STUDENTS

Black Fox Timber Management Group, Inc.'s Beginning Forestry Technician Training Program does not offer English language services, including instruction. All of our instruction will be conducted in English and in no other language. We don't provide visa services. We don't vouch for student status, or assist with any associated charges.

Students must be a Citizen of the United States prior to enrolling in the training program or have a Visa to be in the United States. The training program will be taught in English and are expected to be able to read and write of the twelfth grade and possess high school diploma or equivalent (GED).

This training program is designed to be trade type training. Those that want to pursue a career in forestry as a Forestry Technician, Timber Marker and Timber Cruiser. No licenses required to do this work, but must be under the supervision of a California Licensed Registered

Professional Forester (RPF) when going to work in the State of California. All timberland and consulting companies will have at least one RPF on staff.

Black Fox Timber Management Group, Inc.'s is not accredited by an accrediting agency recognized by the United States Department of Education.

This training program is unaccredited and is not eligible for federal financial aid. However check with Smart Business Center if funding for State funding maybe available. They are located at:

Phone: 530-246-7911 Fax: 530-245-1504
1201 Placer St, Redding, CA 96001

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a tax identification number

Student Tuition Recovery Fund (STRF) fee .00 x \$1,000 paid.

ATTENDANCE POLICY

We expect all students to attend all scheduled training. If a student can't attend a phone call to the School Director will need to be made before class starts. If a family emergency or other emergency occurs and a call to the School Director can't be made before the start of school, than a call should be made as soon as one can be made. Depending on circumstances a student can't miss more than two days. If justified, a student misses more days; it's at the School Director's discretion to allow make up days, but will require \$30.00 per hour paid by student for instructor's time. This will be used to get the student caught-up with class.

Being tardy is someone that isn't at their desk when class begins. This will be considered tardy. If a student feels that they may arrive late they need to call the School Director ahead of time.

STUDENT'S RIGHT TO CANCEL

The catalog contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

NOTICE OF CANCELLATION/WITHDRAWAL

Each student of an institution has the right to withdraw from a program at any time.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender, or if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid program from which the student received benefits, in proportion of the amount of the benefits received, and any remaining amount shall be paid to the student.

Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

REFUND POLICY

The institution shall refund 100 percent of the amount paid less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$225) if notice of cancellation is made through attendance at the first class session, or the seventh day after the enrollment, whichever is later. The refund policy for students who have completed 60 percent less of the period of attendance shall be pro rata refund. The institution shall pay refunds within 30 days of a student's cancellation or withdrawal.

Example of Refund Table The following represents the refund to which a student is entitled if the student withdrew from the program after completing a period of days or weeks of instruction equivalent to the percentage of the program of instruction. Assuming the program of instruction is \$5,200.00 Refund Example by Percentage of Program Completion:

10%	25%	50%	60%	61%
\$4680.00	\$3900	\$2600.00	\$2880	None

The refund shall be any amount the student paid for instruction in excess of tuition owed for instruction received. To determine the refund, the amount the student was charged for instruction is divided by the number of hours of instruction in the particular term in which the student is enrolled. The quotient is the hourly charge for instruction. The amount owed by the student or the purpose of calculating a refund is served by multiplying the total hours of instruction received by the student up time of cancelation of the program.

- Equipment and books are purchased from an outside vendor and are not refundable by the school.
If you obtain a loan to pay for the program, you have the responsibility to repay the full amount of the loan plus interest.

The Smart Business Center will provide funding for students that meet the Smart Business Center's criteria. Misty Bowman (530) 245-1536 1201 Placer Street Redding, California

If the student obtains a loan personal or other, it's the responsibility of the student to repay the loan in full plus interest, less amount of any refund of the money not paid from federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial funds.

THE RULES OF CONDUCT FOR BEGINNING FORESTRY TECHNICIAN

1. No Smoking in the Forest unless during winter like conditions and can only be authorized by instructors.
2. Cannot be under the influence of any illegal drugs, pain medication, or alcohol at any time during training, automatic dismissal.
3. Hardhats must be worn at all times during field training.
4. Students are not allowed to operate Black Fox Timber Management vehicles.
5. Students must show respect to all Black Fox Timber Management staff and guests at all times.
6. Students will not be allowed to wear shorts at any time during this training.
7. Students will be expected to be organized and prepared for training every morning. This includes having pens, pencils and note pads, and proper handouts for training.
8. Students are expected to be on time every morning. If a pattern of tardiness of more than three times the student will be asked to leave the program.
9. Student's desk/tables will be kept in an organized neat manner.
10. Students will not abuse any equipment loaned to them and must report any missing equipment to instructor as soon as student notices equipment missing.
11. Seatbelts will be worn at all times.
12. Students must show respect to other students
13. No litter of any kind will be left in the forest.
14. Students must notified instructor if you are going to miss a session prior to the start of class.
15. No smoking in classroom
16. No student will disrupt class or be confrontational, argumentative towards classmates, staff or instructors.
17. No firearms or weapons of any kind allowed. Automatic dismissal.
18. No guest allowed
19. Students must be prepared for adverse weather conditions and have raingear gloves and work boots.
20. Students must have work boots worn during training. No tennis shoes allowed.
21. No cheating. Automatic Dismissal
22. No talking/testing on cell phone during training.
23. Lack of Effort
24. Student is to remain with group, unless approved by instructor

STUDENTS RIGHTS

- Students have the right to review their own academic records.
- Fair and effective teaching and grading at the advertised grade level
- Due process and an impartial hearing in any disciplinary matter
- Information privacy
- This institution is committed to providing equal opportunity to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origins, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

PROBATION AND DISMISSAL POLICY

At the discretion of the School Director, a student maybe put on probation after receiving a verbal warning of an offence of school's rules/policy. Any behavior or language that offensive to students or staff will immediately be dismissed.

Black Fox Timber Management Group, Inc.'s training program reserves the right to ask any individual to leave at any time if feels that the person lacks moral and personal integrity to participate in a responsible way. If academic progress is unsatisfactory, the student will be asked to leave. We will dismiss a student if attendance is unsatisfactory. If a student is dismissed, fees will be refunded according to the refund policy.

Any violation of conduct can result into a verbal warning to dismissal of program. Discretion will be used by Black Fox Timber Management Group, Inc. instructors.

For the same offence

1st. Violation will be a verbal warning and noted into students file.

2nd Violation will be a written warning and entered into student's file. Student will be put on probation.

3rd Violation student will have a meeting with Director and Director may dismiss student from the Beginning Forestry Technician Program. Notes from this meeting will enter the student's file.

4th Violation - automatic dismissal. Notes of dismissal will be entered into student's file.

Grading

In order to pass the Beginning Forestry Technician, each student will have an overall score of a minimum of 75%. Anything less than 75% is a failing grade.

Tree count and tree species must be 100% correct.

STUDENT GRIEVANCE PROCEDURES

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. The instructor or administrator will engage in a n informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1. an effort to define the problem, 2. an effort to identify acceptable options for resolution, and 3. an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's School Director who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School Director will notify the student of the decision reached.

LEAVE OF ABSENCE

Students may request a Leave of Absence due to medical reasons, financial hardship; personal or family problems which make it difficult to attend class. The Beginning Forestry Technician Program may allow a student under such circumstances to be excused from the program. You must request the leave of absence in writing and must be approved by the school Director. A Leave of Absence Request Form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the excused absence. Do not request a leave of absence unless you absolutely need one. Students on leave of absence will not be assessed any additional tuition charges. It will be under the discretion Director that weekend day(s) can be used to help student make up for time lost in the Beginning Forestry Technician Program. In this event instructors will meet with student(s) on a weekend day to assist student to cover areas of instruction penitent of passing program.

DISCLOSURES:

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95798-0818
P.O. Box 980818, West Sacramento, CA 957-0818
Website: www.bppe.ca.gov
Telephone numbers: (888) 370-7589 Fax (916) 263-1897
(916) 431-6959 Fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

STUDENT RECORDS

All student records kept for five years and transcripts are kept permanently. Student's records include both academic and financial information. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information requested and the Academy will make the information available within 15 days for the students review. Upon review, if records are inaccurate, the student may request that errors be corrected.

In the event that a difference of opinion exists regarding the existence of errors, the student may request a meeting to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual a student's written request, or unless otherwise required by law.

Records for each student will be kept. Financial records and personal information will be kept separated from the daily file where progress and test records are stored.

Official records generating by the school are maintained for all students from the original enrollment to the time student passes or withdraws from school. Federal and State laws require us to maintain institutional and student's records for a total of 5 years and transcripts are maintained permanently.

Facts that should be noted prior to you enrolling.

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

Please see Facts Sheet. For clarification, there is no guarantee just simply attending this training program you will get employment in the timber industry. It should be noted the training alone will not guarantee your success. The combination of this training program and your motivation to attend interviews and follow-up with employment leads, has to be a combined effort in order have the best chance of gaining employment. Your conduct during the interview and research to potential employer prior to interview is your responsibility.

Black Fox Timber Management Group, Inc. has a website. If Beginning Forestry Technician Training Program is approved by BPPE, we will add the following to our website:

- 1. The most updated Beginning Forestry Training Program catalog.**
- 2. A school Performance Fact Sheet for each class that was taught.**
- 3. A student brochure/flyer offered by Beginning Forestry Technician Training Program.**
- 4. A link to the BPPE internet Web Site.**
- 5. Beginning Forestry Technician Training Program most recent annual report submitted by BPPE.**

Beginning Forestry Technician Training Program will also include information regarding where students could access BPPE internet web site anywhere the Beginning Forestry Technician Training Program identifies our training program as being approved by BPPE.

**VOLUNTARY ACTIVITIES PARTICIPATION
ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK**

I _____ wish to participate in the forestry training program activities provided by the Black Fox Timber Management Group.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. I also acknowledge that the Black Fox Timber Management Group recommends that participants be covered by a their own private or group health insurance program.

I understand and acknowledge that some of the injuries/illnesses which may result from participating in these activities include, but are not limited to, the following:

- | | |
|------------------------------|--------------------------|
| 1. Sprains/strains | 5. Paralysis |
| 2. Fractured bones | 6. Loss of eyesight |
| 3. Unconsciousness | 7. Communicable diseases |
| 4. Head and/or back injuries | 8. Death |

I understand and acknowledge that participation in these activities is completely voluntary.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities.

I understand, acknowledge, and agree that the Black Fox Timber Management Group shall not be liable for any injury/illness which is incident to and/or associated with preparing for and/or participating in this activity.

I acknowledge that I have carefully read this VOLUNTARY ACTIVITIES PARTICIPATION FORM and that I understand and agree to its terms.

Participant Date _____

Black Fox Date _____

Each student participating in the Beginning Forestry Technician Program has to sign the Voluntary Actives Participation Acknowledgement of Assumption of Potential Risk.

Black Fox Timber Management Group, Inc.'s Beginning Forestry Technician Training Program Locations:

110 Squaw Valley Road, Suite A McCloud, CA 96057

1201 Placer Street Redding, CA 96001

(530) 964-9756

Student Enrollment Agreement

ENROLLMENT AGREEMENT, disclosures and statements will be provided in English to all students. If English is not the student's primary language, a translated version of enrollment agreement, disclosures and statements will be provided in their native language upon request. The student is advised not to sign this Enrollment Agreement unless they fully understand the Enrollment Agreement. Students may contact Beginning Forestry Technician Training Program with any questions regarding enrollment agreement, disclosures and statements. Our goal is to make sure that the potential student understands and is comfortable with our policies and agreements.

Recruitment will be conducted in English. If recruitment was conducted in a language other than English, enrollment agreement, disclosures and statements will be provided in that language.

We do not offer distance education for the Beginning Forestry Technician Training Program.

This agreement is legally binding when signed by the student and accepted by the institution.

Student Name: _____ Social Security: _____

Address: _____

Telephone: _____ Email: _____

Program: _____ Hours: _____

Program Start date: _____ Scheduled Completion date: _____

Period Covered by Enrollment Agreement _____ to _____

___/___/___ Date by Which Student Must exercise his or her right to cancel enrollment agreement

Institutional Charges:

Tuition:	<u>\$5,200.00</u>	
Registration Fee (Non-Refundable):	<u>\$125.00</u>	
STRF - (Non-Refundable)	<u>\$0.00</u>	(\$0.00 for each \$1,000 institutional charges)
Equipment:	<u>\$70.00</u>	
Textbooks:	<u>\$52.00</u>	
Total:	<u>\$5,447.00</u>	

Uniform Requirement:

Boots, Raingear, Hardhat, Gloves, Cruisers vest are not included in the cost of the program. Please purchase these items before the start of class. No shorts or skirts are to be worn at any time during training.

The training program is seven weeks long, training for a total of 280 hours. If student falls behind progress of the rest of the class, due to absence, the fee is \$30.00 per hour for an instructor for additional time to be caught up with class. We do not offer in resident housing but will assist in locating housing. We do not offer distance education and don't plan to offer such service.

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the above address of the school. You may submit a cancellation notice by mail the above address or hand delivery. The written cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

Refund Policy

The student may cancel/withdraw the enrollment agreement at any time; the student will be refunded full amount of monies paid less \$125.00 registration fee during the enrollment period as stated above. The student may cancel/withdraw from a course after instruction has started and receive a pro rata refund of the unused portion of the tuition and other refundable charges if the student has completed 60% or less of instruction. The student will not receive a refund after more than 60% of the instruction has been presented.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Important Notices Concerning Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student's initials _____ I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be made to any student without a social security number or taxpayer identification number.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Black Fox Timber Management Group, Inc.'s Beginning Forestry Technician Training Program is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Beginning Forestry Technician 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 is 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 the Black Fox Timber Management Group, Inc.'s to determine if your certificate will transfer.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$5447.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$5447.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ 5447.00

Uniform Requirement:

Gloves, Hardhats, Raingear, boots are separate costs that are not included in the cost of enrolling in the class. You are required to have these items before the start of class.

At no time are shorts or skirts to be worn.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Student's Name (printed) _____

Student's Signature _____ Date _____

This agreement is accepted by:

School Authorized Representative _____ Date _____