

OK C.D.L. TRAINING, LLC
247 Omak River Road
Omak, WA 98841
(509) 322-8884 or (509) 486-4954

School Catalog 2018

OK. C.D.L. Training, LLC is licensed under the laws of the State of Washington, specifically RCW 28C.10 and WAC 490-105, as a private vocational training school.

OK. C.D.L. Training, LLC provides training to prepare the student to take the Washington State Department of Transportation CDL test, Class A, B, or C. Job placement assistant is not offered

The school's admission requirements are based on the qualifications for drivers by the Federal Motor Carrier Safety Regulations by the Federal Department of Transportation. OK. C.D.L. Training, LLC requires the following minimum qualifications:

- Complete an enrollment application
- Have a high school diploma or GED or be able to pass an admissions examination designed to evaluate the ability to complete the CDL training.
- Be at least 18 years of age
- Be able to read and speak the English language
- Possess a valid driver license for the state of residence
- Possess a Social Security Card
- Demonstrate physical ability to complete the required task for employment as a commercial and/or school bus driver; be able to pass a DOT physical examination; pass drug screening for commercial drivers.
- Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

Classes are held at times convenient for both the student and the instructors. Classroom instruction is held at 35 Highway 20 East Tonasket, Washington 98855. The driving practicum will be in the same general area. The driving portion of the instruction will utilize a 2000 Kenworth, model T2000, Blue bird school bus, and a 35-foot flatbed trailer with sliding axles.

Commercial Driver License, Class A

The following instruction will be provided to each student, and all hours are to be logged in the student driver's logbook.

Week 1:

40 Hours Classroom Instruction: *Orientation, introduction, general knowledge, safety, FMCSR, MCSAP, vehicle control systems, Washington State Commercial Driver Handbook, Pre-trip Inspections, trip planning, map reading, etc., using instructional materials as appropriate.*

Week 2:

5 Hours Street Driving: *Flat land driving.*

30 Hours Lab/Range/Observation: *Pre-Trip inspection, familiarization of the equipment, shifting, backing, coupling, speed management.*

4 Hours Backing Combination Vehicle: *Straight backing and angle backing.*

1 Hours Proficiency (behind the wheel): *Mirrors, braking, shifting (up and down).*

Week 3:

10 Hours Street Driving: *Flat land driving, starting on grade, extreme right turns, use of mirrors.*

20 Hours Lab/Range/Observation: *Pre-trip inspection, shifting, mapping, log books, parking, axle weights, bridge weights.*

6 Hours Backing Combination Vehicle: *Straight line backing, serpentine backing, 45 backing.*

Week 4:

3 Hours Street Driving: *Flat land and grade driving.*

20 Hour Lab/Range/Observation: *Pre-trip inspection, left turns, intersections, mirrors, chaining up tractor and drag chain.*

6 Hours Backing Combination Vehicle: *Straight backing, serpentine backing, 45 angle backing, blindside backing, and docking.*

11 Hours Proficiency (behind the wheel): *Road driving, highway, intersections, and railroad crossings.*

Washington State requires a total of 160 hours of instruction and practical driving to take the Class A CDL test. The instruction is broken down as follows:

Classroom: 40 hours

Range/Road: 120 hours

Refresher Course, Class A

Refresher classes will be offered based on need. The refresher course/class will only be offered and/or available to those individuals who are already in possession of a CDL Class A license. Depending on the need of the student, the refresher course could be a

little as 8 hours and up to 40 hours. Cost for the refresher training will be \$100.00 per hour of training.

Commercial Driver License, Class B

The following instruction will be provided to each student.

Day 1:

8 Hours Classroom Instruction: *Orientation, introduction, general knowledge, CTTS Study guide & videos, Washington State Commercial Driving Handbook.*

Day 2:

4 Hours Classroom Instruction: *Washington State Commercial Driving Handbook, vehicle safety, vehicle control systems, Pre-trip inspections, log books.*

2 Hours Street Driving: *Flat land driving, use of mirrors.*

2 Hours Lab Training, Range Training & Observation: *Pre-Trip inspection, familiarization of the equipment, speed management, mirrors.*

Day 3:

2 Hours Classroom Instruction: *Vehicle safety, vehicle control, FMCSR.*

4 hours Street Driving: *Mirrors, braking, shifting (up and down), Flat land, town driving and railroad crossings.*

2 Hours Lab Training, Range Training & Observation: *Pre-Trip inspection, shifting, braking, vehicle control. Proper usage of mirrors.*

Day 4:

4 Hours Street Driving: *Town driving, starting on grade, extreme right turns, use of mirrors.*

2 Hours Backing: *Straight backing and angle backing.*

2 Hours Lab Training, Range Training & Observation: *Pre-trip inspection, shifting, log book (150-mile rule), parking.*

Day 5:

4 Hours Street Driving: *Town, flat land, grade driving. Starting on grade, extreme right turns, left turns, use of mirrors. Parking.*

2 Hours Backing maneuvers: *Straight line backing, serpentine backing, 45 backing.*

2 Hours Lab Training, Range Training & Observation: *Pre-trip inspection, left turns, intersections, mirrors. Chaining.*

Day 6:

4 Hours Classroom Instruction: *Weights and measures, hours of service, log book, DOL regulations.*

4 Hours Proficiency Development: *Road driving, highway, intersections, and railroad crossings. Proper use of mirrors.*

Washington State requires a total of 48 hours of instruction and practical driving to take the Class B CDL test. The instruction is broken down as follows:

Classroom: 20 hours
Range/Road: 28 hours

Commercial Driver License, Class C

Washington State requires a total of 36 hours of classroom instruction and practical driving in order to take the Class C, CDL test. The instruction is broken down as follows:

Classroom: 20 hours
Range/Road: 16 hours

For all classes (Class A, B, and C) classroom instruction covers such subject as: Driver Licensing requirements, DOT regulations, tractor trailer components (Class A only), log books, pre-trip inspections, defensive driving, federal bridge law, air brakes, trip planning, map reading and testing procedures.

Road/Range instruction includes actual driving and observation time. Other subjects (areas) of instruction and practical experience includes: Pre-trip inspection, road driving, maintenance, backing maneuvers (including straight backing, 90-degree angle backing, blind side backing and serpentine backing), air brakes and speeds, grades and stopping.

Student Evaluation Techniques

Tests are graded on the percentage method with the minimum requirement of 70% to pass. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when a student does not turn in work or does not take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 70 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Hours of Operation

Normal hours of operation are from 8:00AM to 6:00PM with a half hour for lunch, Monday through Saturday, except for holidays. Classes normally start every six weeks depending on the need. The minimum number of students per session will be 3 with a maximum of 6.

Attendance Policy

Attendance is an important part of any instruction. All students will be required to complete 160 hours of instruction for Class A, 48 hours for Class B and 36 for Class C. Absences can negatively affect the student's progress. Excessive absences may be cause for termination. Excessive absences occur when two consecutive or three total absences takes place. Unexcused absences occur when the student fails to explain the absences prior to that absence.

If a student misses over 3 days of training, the school may recommend that the student reschedule the training to a future date. Rescheduled training will be conducted in one of two ways:

- If there is a vacancy in another ongoing session, the student may attend those missed modules.
- The missed modules, hours or subjects may be rescheduled at the school's and student's convenience.

Make up training will be conducted at an additional expense to the student at \$100.00 per hour.

Tardiness occurs when a student arrives to class more than five minutes late. Three such occurrences equal one absence. It is recommended that students plan to arrive to class 15 minutes prior to regular start time.

Cancellation and Refund Policy

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five (5) business days (excluding Saturdays, Sundays, and holidays) after the day the contract is signed, or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten (10) percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following:

| <u>a. If the student completes this amount of training:</u> | <u>The school may keep this percentage of the tuition cost:</u> |
|--------------------------------------------------------------------|------------------------------------------------------------------------|
| One week or up to 10% whichever is less | 10% |
| More than one week or 10% whichever is less but less than 25% | 25% |
| 25% thru 50% | 50% |
| More than 50% | 100% |

Dismissal Policy

A student may be immediately dismissed from the training program for any of the following reasons:

- Being under the influence of intoxicating drugs or alcohol
- Bringing intoxicating drugs or alcohol to the school
- Violating any industry safety code or creating a safety hazard while driving the school equipment on the road.
- Insubordination, that is, failure to comply with the instructions of the school employees or instructors.
- Possessing a firearm or weapon on school property
- Nothing in the policy prevents the student from contacting the Workforce Board at (360) 709-4600 at any time with a concern or complaint.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to administration. In cases where the student was dismissed due to unacceptable conduct, for excessive absences (greater than 20 percent), financial concerns, or failure to maintain the minimum grade point average, the student may have to meet with administration before re-entering the school. The decision of administration is final and the student will receive a letter within five business days stating the decision.

Tuition

Tuition for the 160-hour Class A CDL training is \$3,775.00 plus \$125.00 registration fee and \$150.00 for text books and supplies. Tuition for the Class B CDL training is \$3,020.00 plus \$75.00 registration and \$100.00 for supplies. Tuition for the Class C CDL training is \$1,875.00 plus \$100.00 registration fee. Tuition, registration fees, and cost for supplies are due upon enrollment. Registration fees are not refundable except when the applicant is not accepted for training, the applicant cancels within five business days of signing the Enrollment Application, and the applicant has not begun training.

Required Classroom Textbooks and Supplies

Bumper to Bumper
CSA - The 7 Basics
Driver Basics
Federal Motor Carrier Safety Regulations
Hours of Service
J.J. Keller Driver Training Manual
Trucking Mapping (Motor Carriers Road Atlas)
Vehicle Sizes and Weights

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">OFF-SITE FEES (Fees Not Paid to OK C.D.L Training, LLC) DOL – Drive Test Fee - \$100.00 DOT - Physical Exam - \$75.00 (approx.) DOL – Permit - \$10.00 DOL– General Knowledge Exam - \$10.00 DOL 5-year complete Driving Abstract - \$15.00 Washington State CDL Driver’s License - \$85.00 Application for a Hazardous Materials Endorsement - \$125.00 <i>Please check with DOL or their Website@ www.dol.wa.gov for current pricing.</i></p> |
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Job placement assistant is not offered.

Upon successful completion of the classroom and practicum portions of the training the student will be issued a Certificate of Completion.

Student Records

Student records will be maintained by the school until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Bonnie Andrews and Cheril Sweany are the owners of OK. C.D.L. Training, LLC
VA Student's Point of Contact: (509) 486-4954 okcdltraining@gmail.com

Bonnie Andrews has been a certified and trained school bus driver trainer since 1983. She has been training CDL drivers on a non-accredited basis since 1998.

Cheril Sweany has trained under and assisted Bonnie Andrews in CDL training since 1999. She completed CDL Trainer instruction through the Washington State Office of the Superintendent of Public Instruction in 2005.

OK C.D.L. Training, LLC does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Any student may request a reasonable accommodation at any time, orally or in writing. An individual should request a reasonable accommodation from administration.

Selected programs of study at OK C.D.L. Training, LLC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

The school is licensed under RCW 28C.10. Inquiries or complaints regarding this or any other private career school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, Washington 98504-3105, (360) 709-4600.

Selected programs of study at OK CDL Training, LLC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

OK CDL Training, LLC does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Per USC 3680A(d)(1) OK CDL Training, LLC limits student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

At OK CDL Training, LLC, FERPA protections go into effect on the first day of classes of the student's first term of enrollment.

FERPA affords students who have attended a post-secondary institution the following rights related to their education records:

- Inspect and review information in their educational records.
- Request a correction to their record.
- Have some control of the disclosure of personally identifiable information from these records (restrict the release of directory information or authorize the disclosure of non-directory information).
- File complaints with the U.S. Department of Education Family Policy Compliance Office (600 Independence Av SW, Washington, DC 20202).

FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

Former students have the same FERPA protections regarding their education records; however, they may no longer request that a privacy status be placed on them.

Catalog certified as true and correct for content and policy.

OK CDL TRAINING, LLC

247 Omak River Road
Omak, WA 98841

HOW TO FILE A COMPLAINT

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form, you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

First, a school representative must discuss the school’s complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp.
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.
8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp

Name: _____ Signature: _____

Date: _____, 20____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school’s complaint policy.

Name: _____ Signature: _____

Title: _____

Date: _____, 20__

| ENROLLMENT AGREEMENT & CONTRACT CHECKLIST CHAPTER 28C.10.050, 060, 110 RCW; WAC 490-105-040, 130 | |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Name: _____ Location: _____ _____ | |
| Check: | <i>The enrollment agreement/contract must contain the following:</i> |
| | Name and address of the school. |
| | Name and address of the student. |
| | The program or course title (as it appears in the catalog, date training begins, and the number of hours/lessons which the student is enrolled). |
| | Itemization of all charges and required purchases in order to complete training. |
| | The method of payment and payment schedule (if applicable). |
| | Language explaining that the agreement will be binding only when it is fully completed, signed, and dated by the student and an authorized representative of the school <i>prior</i> to the time instruction begins. |
| | A statement that any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor. |
| | School's cancellation and refund policy, in accordance with WAC 490-105-130. |
| | A statement that includes each of the following elements in a position above the space reserved for the student's signature: <p>NOTICE TO THE BUYER: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.</p> <p>CANCELLATION OF CONTRACT: If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.</p> <p>UNFAIR BUSINESS PRACTICES: It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.</p> |
| | The statement: <p>This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:</p> <p style="text-align: center;">Workforce Training and Education Coordinating Board 128 – 10th Avenue Southwest Olympia, Washington 98504 360-709-4600 pvsa@wtb.wa.gov</p> |
| | A copy of the school's Notice of Financial Obligation (see Attachment A) |
| | A copy of the school's Student Complaint Notice (see Attachment B) |

ENROLLMENT AGREEMENT

| |
|------------------------------------------------------------------------------------------------|
| OK CDL Training, LLC 247 Omak River Road Omak, WA 98841 (509) 322-8884 or (509) 486-4954 |
|------------------------------------------------------------------------------------------------|

This enrollment agreement is between the above-named school and:
 Student Name: _____ Telephone: _____

Physical Address: _____ City: _____ State: _____
 Zip: _____

Start date: _____ Completion date: _____

Program consists of: _____ weeks x _____ hours/week = _____ total hours

The school agrees to provide the following training: _____
 (Course or program title)

COST:

| | |
|------------------------|-----------|
| Registration Fee | \$ |
| Tuition | \$ |
| Books | \$ |
| Supplies and Materials | \$ |
| TOTAL | \$ |

METHOD OF PAYMENT:

I agree that the payment of program costs will be satisfied by (check all that apply):
 Cash Credit Card Financial Aid Scholarship Third Party (e.g. VA, Voc. Rehab., L & I, Employer)

List third party payer: _____

| | |
|------------------------------|----|
| Down Payment | \$ |
| Monthly Payment(s) | \$ |
| Loan Payment (if applicable) | \$ |

AGREEMENT NOTICE:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

CHANGES TO AGREEMENT NOTICE:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student’s parent or guardian if he/she is a minor.

CANCELLATION AND REFUND POLICY:

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed, or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

| If the student completes this amount of training: | School may keep this percentage of tuition: |
|-------------------------------------------------------------------|----------------------------------------------------|
| One week or up to 10%, whichever is less | 10% |
| More than one week (or 10%), whichever is less, but less than 25% | 25% |
| 25% through 50% | 50% |
| More than 50% | 100% |

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - a. When the school receives notice of the student’s intention to discontinue the training program; or,
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,

- c. When a student, without notice, fails to attend classes for thirty calendar days.
- 6. All refunds must be paid within thirty calendar days of the student's official termination date.

NOTICE TO BUYER:

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

CANCELLATION OF CONTRACT:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

UNFAIR BUSINESS PRACTICES:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

CERTIFICATION:

I certify that I read and understand the cancellation and refund policy and the complaint procedure; I received a copy of the school catalog and I am entitled to an exact copy of this enrollment agreement, school catalog, and any other papers I sign.

Student:

Please print

Signature

Date

Parent or Guardian (if the student is under 18 years of age):

Please print

Signature

Date

Authorized School Representative:

As the authorized representative of the school, I hereby agree to the conditions set forth herein.

Please print

Signature

Date

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue SW

Olympia, Washington 98501

Phone: 360-709-4600

Email: pvs@wtb.wa.gov

Web: wtb.wa.gov

OK CDL Training, LLC
247 Omak River Road
Omak, WA 98841

NOTICE OF FINANCIAL OBLIGATION

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual's enrollment agreement, as well as a copy provided to the enrollee by the school.

ACKNOWLEDGMENT BY ENROLLEE

- 9. I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.
- 10. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
- 11. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.

Name: _____

Signature: _____

Dated this: _____ day of _____, 20__

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Name: _____

Title: _____

Signature: _____

Dated this: _____ day of _____, 20__

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ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

- 12. The school has described the grievance and/or complaint policy to me.
- 13. I understand that the policy can also be found in the school catalog.
- 14. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
- 15. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are:
http://wtb.wa.gov/PCS_Complaints.asp.
- 16. I understand that I have one year to file a complaint from my last date of attendance.
- 17. I further understand that in the event of a school closure, I have 60 days to file a complaint.
- 18. I also understand that complaints are public records.
- 19. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at
http://wtb.wa.gov/PCS_Complaints.asp

Name: _____

Signature: _____

Date: _____, 20_____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school's complaint policy.

Name: _____ Signature:

Title: _____

Date: _____, 20_

VA PRORATED REFUND POLICY

OK CDL Training, LLC agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. **Registration Fee** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

2. **Breakage Fee** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. **Consumable Instruction Supplies** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. **Books, Supplies, and Equipment** a. The school will make a refund in full for the charge for unissued books, supplies, and equipment when:

- The school furnishes the books, supplies, and equipment,
- The school includes their costs in the total charge payable to the school for the course,
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. **Tuition and Other Charges** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. **Prompt Refund** In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.