



**TRANS 360 INC**  
**18110 NE 4th Plain Rd.**  
**VANCOUVER, WA 98682**  
**(360) 588-2449**



**TRANS 360 INC**

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***This school is licensed under Chapter 28C.10 RCW. Inquires or complaints regarding this private vocational school may be made to the:  
Workforce Board, 128 -10<sup>th</sup> Ave. SW Box 43105, Olympia, WA98504***

**Web: [www.wtb.wa.gov](http://www.wtb.wa.gov)  
Phone: 360-709-4600  
E-Mail Address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)**

**Selected programs of study at TRANS 360 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.**

**Trans 360 enforces compliance with VA's 85/15 Rule**

***Steve Culbertson School Director 5/10/2018  
Owners / Administration and Certifying Officials  
Sherri Cheney, President - Administrator  
Gary Cheney, Vice President Lead Instructor***

***Trans 360 Inc.***

***School Location*** : 18110 NE 4<sup>th</sup> Plain RD. Vancouver, WA 98682  
***Administration Office***: 18110 NE 4<sup>th</sup> Plain RD. Vancouver, WA 98682  
***Mailing Address***: PO Box 1567 Kalama, WA. 98625

Phone Number: 360-588-2449 or 503-554-9621

Toll free 1-800-872-0360

Email and Web: [trans360@trans360.com](mailto:trans360@trans360.com) <https://trans360.com/cdl-school/WA>. Corporate Agent: 201 Hidden Springs Rd. Kalama WA. 98625

## ***Instructor and Qualifications***

All Instructors have a minimum of 5 years commercial driving experience. All are cross trained to work with a variety of our fleet customers throughout the western United States. This keeps our Instructors fresh and tuned into the constant changes of the Trucking Industry. All are part of ongoing in-house trainer development.

Gary Cheney, ... Over 45 plus years' experience in Transportation and Training. Over the road, Owner and Operator of a Fleet and Freight Logistics Co. - Assisted in the development of 'CDL Plus Program'- OR 3rd Party CDL Tester/ Examiner and Trainer. Dedicated to the total learning experience.

Steve Culbertson ... Over 30 years in trucking as split between driving and Operations Manager for a NW LTL company. Has been a driver and trainer for over 10 years. Oregon Third Party CDL Tester/ Examiner

Steve Loveless... Over 30 years in trucking. Has been a driver and trainer for over 10 years. Oregon Third Party CDL Tester/ Examiner

Jason Taylor....15 years as a truck driver and bus driver/trainer. Is also an Oregon 3rd party CDL tester.

Brian Brager .... Over 20 years in commercial trucking and 10 years driver trainer

James Ferguson.... 20 years as a commercial over the road driver and trainer

Jerry Levasseur....Over 30 years as a Trucking company owner and driver and a trainer

*Trans 360, Inc. faculty is **absolutely** committed to excellence in evaluation, training and consultation, thereby, having a significant impact on the health and viability of both the public and the transportation industry. Ensuring every driver they train holds safety as their top priority.*

Trans360, Inc. 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." Trans360, Inc. encourages diversity and accepts applications from all minorities. Trans360, Inc. does not discriminate 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. Trans360, Inc. acknowledges that information pertaining an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Trans360, Inc. will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program, some programs require medical documentation because of the rigors of curriculum. These standards are based on Federal Motor Carrier Regulations: **49 CFR 391.41 - Physical qualifications for drivers.**

## **School Calendar and Class Schedules**

The following holidays will be observed, and classes will not be held. New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day.

The total hours of each program vary and are dependent upon the curriculum. Normal business hours are from 8am to 4:30 pm Monday through Friday. Classes are scheduled Monday through Friday from 8:00 am to 4:30 pm, with some Saturday training dates as exceptions.

### ***Program Starting Dates:***

New class A CDL programs start on around the first of every month and run for 4 weeks

New class B CDL programs start every other Monday and run for 2 weeks

All upgrades and endorsements start every other Monday of every Month and run for State required hours

### ***Facilities / equipment / Maximum class size***

Trans 360 Inc. is located 18110 NE 4th Plain Rd Vancouver Wa. 98682 on a 3-acre lot. Close to motels and restaurants. Office and training area features a reception area and one classroom. Training equipment includes both sleeper and day cab truck/tractors, with 28 to 53-foot van, Dump Truck and flatbed trailer also bus.

Both male and female lavatories are available. Parking is available next to the school office. The maximum class size is 12 and the student / instructor ratio will not exceed 12 to 1 for class, lab and yard. In cab road training will not exceed 3 to 1.

### ***Entrance Requirement***

- Valid Driver's License
- Pass the DOT Physical and Drug Screen Requirements
- Valid Social Security Card (work authorization)
- Copy of 5 year Driving Abstract from Department of Licensing
- Proof of High School or GED Diploma
- All students will take a pre-admission analysis

Each student must have a valid CDL Learners Permit, and a current DOT Physical Card. If other admission questions should arise, the school will follow the appropriate State and Federal regulations and criteria for a CDL Driver

## ***Attendance Requirements***

Trans 360 Inc. will keep daily attendance records of each student. Records are available for student review. Absenteeism for more than 10 percent of the total program constitutes cause for dismissal. A student who has greater than 10 percent absences will have his or her case reviewed by the School Director or Lead Instructor with the likelihood of being dropped from the program. Students who realize that their absences will exceed the 10 percent of the program can request official leave of absence. Upon successful completion of course of study a certificate of completion for course taken will be issued.

## **Academic Advising and Counseling Services**

Contact the lead instructor or the school administrator at [trans360@trans360.com](mailto:trans360@trans360.com) or 503-554-9621

## ***Leave of Absence***

Students may be granted a leave of absence upon request. The following guidelines must be used:

The request for a leave of absence must be submitted to the school in writing. The request must have the date the student will begin the leave and the expected date of return to classes. Should a leave take the student beyond the contracted completion date, the student may be subject to re- entry under an amended contract. If the student does not re-enter within the contract schedule and does not arrange for a contract amendment, then his or her contract will be terminated. The student maybe entitled to a refund in accordance with the school's refund policy

## ***Make up Work***

Lessons missed due to absences must be made up within five days of returning to school.

Students will meet with instructors to get missed lessons and be scheduled accordingly with class in session.

Depending what lessons are missed, the student must be aware the completion date from the original contract may have to be amended to change actual completion date.

## ***Tardiness***

Being on time is the foundation for a professional driver. Once you're enrolled at Trans 360 Inc. your industry record begins. Students arriving late for class are interrupting other students and the instructor.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 60 minutes late

## **Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.

1. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
2. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and altercations or use of institution documents with intent to defraud.
3. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
4. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
5. Violation of the law on school premises. This includes but not limited to, the use of alcoholic beverages or controlled dangerous substances.

## **Conditions for Dismissal:**

1. Not adhering to school's rules, regulations, policies, and code of conduct.
2. Missing more than 10 percent of instruction time.
3. Not maintaining the minimum progress standards.
4. Not meeting financial responsibilities to the school.

## **STUDENT DRESS CODE**

**All students are expected to be clean and well-groomed and appropriately attired. Clothing should be comfortable and durable. Overalls are encouraged on days when students will be working in the yard on and around equipment. Shoes should be comfortable and have non-slip oil resistant soles for reasons of safety. No tennis shoes allowed when working on or driving the equipment due to the slip and fall hazards.**

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

## **Re-entry Policy**

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences, (greater than 10 percent) or financial concerns, it may be possible to re-enter within the same school term. In the cases where the student was dismissed for not maintaining minimum progress standards, it may be possible for the student to receive private tutoring, and then reenter the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

## ***Credit for Previous Training***

Trans 360 will review all prior military and or education of Veteran Students on a case by case basis and appropriated credit awarded

Trans 360, Inc. is committed to helping students reach their educational goals as quickly as possible. As technology changes rapidly, and what was learned previously may no longer be applicable. To ensure our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of training.

## **Student Complaint / Appeal Process**

Students who have a complaint or who like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following.

1. Students full name, address and contact number
2. A statement of the concern including dates, times, instructors and if applicable other students involved.
3. Three dates in which the student would be available for a meeting with the school director.

These should be within 10 business days of the complaint.

The school director will notify both by phone and in writing of the appointment date in which the concerns will be addressed. If necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing the resolution to the concerns and/or appeals. The student will be notified within 5 business days of the outcome of the meetings. Should the contract be cancelled by either the student or the school the last date of attendance will be used to calculate any refund in accordance with the school's refund policy. *Nothing in this policy prevents the student from contacting the Workforce Board (state licensing agency) at 360-709-4600 at any time with a concern or a complaint.*

**See Attachment B**

## ***Grading System***

Each student will have a daily training progress report. The report is reviewed and initialed by both the Student and Instructor at the end of each day following the backing and driving sessions.

Trans 360 Inc. uses a step by step approach coordinated with skill performance objectives. The student must master each step in the order of the sequence. They must be able to correctly perform the step 3 out of 5 times according to Trans 360 standards be considered satisfactory.

## ***Incomplete Grades***

Incomplete grades are given when a student is unable to complete a course because of illness, or other serious problems. The student must make arrangements with the lead instructor for any makeup of training and tests.

## ***Probation for Below Average Grades***

***A grade of S is used as a minimum satisfactory score of each skill step or maneuver. All students must receive a minimum score of 80% on all written tests. If it is determined progress is not up to minimum standards, the student will be put on a limited probation period of 3 days to retake tests or improve skill steps. If satisfactory improvement is not noted, the student may request an evaluation from the school director. The student then will also have the option to pay for additional training with amendment to the original contract.***

## ***Withdrawing from School***

Students must prepare in writing notification and submit to the school director. This document must contain students name, address and date. All financial obligations on the part of the school and student will be calculated using the last recorded date of attendance.

## ***Program Completion and Graduation Requirements***

Each student must complete the final written test with a minimum 80 percent score and passing score on their CDL mock test pre-trip, backing and driving maneuvers.

At the successful conclusion of this program, each student receives a school certificate and will be approved to take the CDL Class A or B Skill Test.

### **Religious Accommodation:**

Trans360 will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.



## **Placement Assistance**

Trans 360 will assist each student by reviewing work history, driving record, etc. and advise as to which companies may be the most compatible.

Applications for various companies will be made available and assistance in filing out the applications correctly will be provided.

Trans 360 welcomes recruiters to present their companies and requirements for employment.

Trans 360 makes no guarantee of employment but will assist each student in their job search.

## **Student Records**

WA State law mandates records have to be kept for 50 years. Students can request, in writing, copies of their records. All written request must be notarized.

*Total cost of training including, tuition, fees, deposits, and other charges necessary for a student to complete the training:*

Tuition will be paid in full, 5 business days before class starts. If employer is paying tuition Trans 360 Inc. will provide direct billing. Visa and MC are accepted.

Tuition, Class 'A' CDL	\$5,000
Tuition, Class 'B' CDL	\$3,600
Tuition Upgrade from C or B CDL to class 'A'	\$4,000
Tuition Upgrade from C CDL to class 'B'	\$2,800
Tuition Passenger Endorsement	\$900
Tuition for Hazmat	\$550

Additional Required Fees (Not included in Tuition and are the responsibility of the student). Cost of additional fees are subject to change.

DOT Physical	\$100.00
Drug & Alcohol Screen Federal	\$125.00
background check Abstract of	\$75.00
Driving Record DOL Written	\$10.00
Test	\$35.00
CDL Permit	\$40.00
CDL Skill Test	\$260.00
Add Valid CDL to license	\$75.00
For out of State	\$106.00
For any retake of CDL skills test	\$260.00

*Hazardous Materials endorsement requires finger printing and a complete background check through the Transportation and Security Administration. This endorsement ensures that a driver is eligible for additional commercial driving employment opportunities. There is a fee of \$ 89.25 payable to IBT for the fingerprinting. For additional information, go to <http://hazprints.tsa.dhs>.*

**Class A CDL / 160 Hours of Training**  
**Class Objective:**

**Primary: To reduce collisions involving all vehicles, thereby, alleviate the human suffering and monetary loss caused by such crashes.**

**Secondary: To ensure that equipment will arrive at the point to which it is dispatched; to improve efficiency and to lower operating and maintenance cost; to get full use of the equipment; and to improve public relations with the rest of the motoring public.**

**Classroom-40 Hours**

**General Knowledge / Basic Vehicle Operation and Safety**

1. Basic Control of Your Vehicle
2. Managing Difficult Driving Conditions
3. Transporting Cargo Safety
4. Managing Dangerous Situations, Emergencies, and Accidents
5. Staying Alert and Fit to Drive
6. Hazardous Materials Rules for All Drivers of Commercial Vehicles
7. TAT Information Training

**Air Brake Systems**

1. Parts of the Air Brake System
2. Using Air Brakes

**Combination Vehicles**

1. Driving Combination Vehicles
2. Combination Vehicle Air Brake Systems
3. Coupling and Uncoupling Trailers
4. Inspecting Combination Vehicles
5. Tank Vehicles and Doubles and Triples

**Means: DVD / Interaction / Discussion / Quiz**

**70 hours of combined lab training, range training and Observation**

**Yard**

1. Component Identification
2. Tire Chaining
3. Vehicle Inspection
4. Backing
5. Coupling Uncoupling
6. Brake adjustment

**Backing- 16 Hours**

1. Blind Spots / Clearances / Mirror Usage
2. Safe Backing Procedures
3. Various Backing Maneuvers

**Means: Hands-on Vehicle Operation**

**Actual behind the Wheel Time per Student****Street Driving – 18 Hours** (partial list of items covered)

1. Required Vehicle Inspection
2. Basic Shifting Techniques
3. Right / Left Turns
4. City / Rural / Freeway Driving
5. Space and Speed Management

**Means: Hands-on Vehicle Operation**

**Proficiency Development - 16 Hours**

1. Proficiency Development is based on the specific needs of each student.

**Means: Hands-on Vehicle Operation**

## **Class B CDL / 80 Hours of Training**

### **Class Objective:**

**Primary: To reduce collisions involving all vehicles, thereby, alleviate the human suffering and monetary loss caused by such crashes.**

**Secondary: To ensure that equipment will arrive at the point to which it is dispatched; to improve efficiency and to lower operating and maintenance cost; to get full use of the equipment; and to improve public relations with the rest of the motoring public.**

### **Classroom - 40 Hours consists of 8 Modules**

#### **General Knowledge / Basic Vehicle Operation and Safety**

1. Basic Control of Your Vehicle
2. Managing Difficult Driving Conditions
3. Transporting Cargo Safety
4. Managing Dangerous Situations, Emergencies, and Accidents
5. Staying Alert and Fit to Drive
6. Hazardous Materials Rules for All Drivers of Commercial Vehicles
7. TAT Information Training

#### **Air Brake Systems**

1. Parts of the Air Brake System
2. Using Air Brakes
3. Final Written Test

**Means: DVD / Interaction / Discussion /Quiz**

#### **Lab – 10 Hours**

1. Component Identification
2. Tire Chaining
3. Vehicle Inspection

**Means: Hands-on Vehicle**

#### **Backing – 8 hours**

1. Blind Spots / Clearances / Mirror Usage
2. Safe Backing Procedures
3. Various Backing Maneuvers

**Means: Hands-on Vehicle Operation**

**Street Driving – 14 Hours** (partial list of items covered)

1. Required Vehicle Inspection
2. Basic Shifting Techniques
3. Right / Left Turns
4. City / Rural / Freeway Driving
5. Space and Speed Management

**Means: Hands-on Vehicle Operation**

**Proficiency Development – 8 Hours**

1. Proficiency Development is based on the specific needs of each student.

## **Class C CDL to B CDL / 40 Hours of Training**

### **Class Objective:**

**Primary: To reduce collisions involving all vehicles, thereby, alleviate the human suffering and monetary loss caused by such crashes.**

**Secondary: To ensure that equipment will arrive at the point to which it is dispatched; to improve efficiency and to lower operating and maintenance cost; to get full use of the equipment; and to improve public relations with the rest of the motoring public.**

### **Classroom - 20 Hours consists of 8 Modules**

#### **General Knowledge / Basic Vehicle Operation and Safety**

1. Basic Control of Your Vehicle
2. Managing Difficult Driving Conditions
3. Transporting Cargo Safety
4. Managing Dangerous Situations, Emergencies, and Accidents
5. Staying Alert and Fit to Drive
6. Hazardous Materials Rules for All Drivers of Commercial Vehicles
7. TAT Information Training

#### **Air Brake Systems**

1. Parts of the Air Brake System
2. Using Air Brakes
3. Final Written Test

**Means: DVD / Interaction / Discussion / Quiz**

#### **Lab – 10 Hours**

1. Component Identification
2. Tire Chaining
3. Vehicle Inspection

**Means: Hands-on Vehicle**

#### **Backing – 8 hours**

1. Blind Spots / Clearances / Mirror Usage
2. Safe Backing Procedures
3. Various Backing Maneuvers

**Means: Hands-on**

**Street Driving – 14 Hours** (partial list of items covered)

1. Required Vehicle Inspection
2. Basic Shifting Techniques
3. Right / Left Turns
4. City / Rural / Freeway Driving
5. Space and Speed Management

**Means: Hands-on Vehicle Operation**

**Proficiency Development – 8 Hours**

1. Proficiency Development is based on the specific needs of each student.

## **Class C or B CDL to Class A / 80 Hours of Training**

### **Class Objective:**

**Primary:** To reduce collisions involving all vehicles, thereby, alleviate the human suffering and monetary loss caused by such crashes.

**Secondary:** To ensure that equipment will arrive at the point to which it is dispatched; to improve efficiency and to lower operating and maintenance cost; to get full use of the equipment; and to improve public relations with the rest of the motoring public.

### **Classroom-20 Hours**

#### **General Knowledge / Basic Vehicle Operation and Safety**

1. Basic Control of Your Vehicle
2. Managing Difficult Driving Conditions
3. Transporting Cargo Safety
4. Managing Dangerous Situations, Emergencies, and Accidents
5. Staying Alert and Fit to Drive
6. Hazardous Materials Rules for All Drivers of Commercial Vehicles
7. TAT Information Training

#### **Air Brake Systems**

1. Parts of the Air Brake System
2. Using Air Brakes

#### **Combination Vehicles**

1. Driving Combination Vehicles
2. Combination Vehicle Air Brake Systems
3. Coupling and Uncoupling Trailers
4. Inspecting Combination Vehicles
5. Tank Vehicles and Doubles and Triples

#### **Means: DVD / Interaction / Discussion / Quiz**

#### **50 hours of combined lab training, range training and Observation**

#### **Yard**

1. Component Identification
2. Tire Chaining
3. Vehicle Inspection
4. Backing
5. Coupling Uncoupling
6. Brake adjustment

#### **Means: Hands-on Vehicle Operation**



**Backing- 16 Hours**

1. Blind Spots / Clearances / Mirror Usage
2. Safe Backing Procedures
3. Various Backing Maneuvers

**Means: Hands-on Vehicle Operation**

**Actual behind the Wheel Time per Student****Street Driving – 18 Hours** (partial list of items covered)

1. Required Vehicle Inspection
2. Basic Shifting Techniques
3. Right / Left Turns
4. City / Rural / Freeway Driving
5. Space and Speed Management

**Means: Hands-on Vehicle and Observation**

**Proficiency Development - 16 Hours**

1. Proficiency Development is based on the specific needs of each student.

**Means: Hands-on Vehicle  
Operation**

## **Passenger Endorsement / 14 Hours of Training**

### **Class Objective:**

**Primary:** To reduce collisions involving all vehicles, thereby, alleviate the human suffering and monetary loss caused by such crashes.

**Secondary:** To ensure that equipment will arrive at the point to which it is dispatched; to improve efficiency and to lower operating and maintenance cost; to get full use of the equipment; and to improve public relations with the rest of the motoring public.

### **Classroom-4**

#### **General Knowledge / Basic Vehicle Operation and Safety**

1. • Danger zones and use of mirrors
2. • Loading and unloading
3. • Emergency exit and evacuation
4. • Railroad-highway grade crossings
5. • Passenger management
6. • Antilock braking systems
7. • Special safety considerations

Means: DVD / Interaction / Discussion / Quiz

#### **Proficiency Development - 12 Hours**

1. Proficiency Development is based on the specific needs of each student.

**Means: Hands-on Vehicle Operation**

## **HAZ MAT/ 14 Hours of Training**

14 HOURS OF CLASS COVERING DRIVERS RESPONSIBILITY FOR THE TRANSPORTION HAZARDOUS MATERIALS AND PUBLIC SAFETY

## ENROLLMENT AGREEMENT

Trans 360, Inc.

18110 NE 4<sup>th</sup> Plain Blvd. VANCOUVER, WA 98682  
 PO Box 1567 Kalama, WA. 98625  
 503-554-9621

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	\$
CDL Skills Test	\$
<b>TOTAL</b>	<b>\$</b>

**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.

**Refund policy will be in compliance with WAC 490-105-130:**

**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:

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition cost:</b>
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% but less than 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.

## **CANCELLATION AND REFUND POLICY FOR VA STUDENTS:**

Trans 360 Inc 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 amount of 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 therefrom 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

**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.

Trans 360 adheres to the Student Record Confidentiality /Family Educational Rights and Privacy Act (FERPA)

**TRANS 360 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.**

**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 \_\_\_\_\_

**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 – 10<sup>th</sup> Avenue SW  
Olympia, Washington 98501  
Phone: 360-709-4600 Email: pvs@wtb.wa.gov Web: wtb.wa.gov



Trans 360, Inc.  
18110 NE 4<sup>th</sup> Plain Blvd. VANCOUVER, WA 98682  
PO Box 1567 Kalama, WA. 98625

**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**

1. I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into to pay for my training.
3. I understand that any enrollment contract I enter 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\_\_\_\_\_



**Attachment B**

Trans 360, Inc.  
18110 NE 4<sup>th</sup> Plain Blvd. VANCOUVER, WA 98682  
PO Box 1567 Kalama, WA. 98625  
503-554-9621

**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**

- 4. The school has described the grievance and/or complaint policy to me.
- 5. I understand that the policy can also be found in the school catalog.
- 6. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
- 7. 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](http://wtb.wa.gov/PCS_Complaints.asp).
- 8. I understand that I have one year to file a complaint from my last date of attendance.
- 9. I further understand that in the event of a school closure, I have 60 days to file a complaint.
- 10. I also understand that complaints are public records.
- 11. 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](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 \_\_\_\_\_