



Ohio Business College
 Truck Driving Academy (Branch Campus)
 6690 Germantown Rd.
 Middletown, OH 45042
 513.424.1237

CATALOG ADDENDUM
Catalog Version 17.2

ESTIMATED TUITION AND FEES SCHEDULE
Effective April, 2017

| <i>Program of Study</i> | <i>Clock Hour</i> | <i>Tuition (including: DOT Physical, DOT Drug Screen, CDL Permit, CDL State Test Fee (one time), Hazmat, Ohio CI fee, Fingerprinting)</i> |
|---|-------------------|---|
| Truck Driver Trainee-GT III Certificate - Class A | 160 | \$5,020 |
| Truck Driver Trainee-GT III B Certificate - Class B | 120 | \$3,525 |

ADMINISTRATION AND FACULTY

Shon Stevens Director / Training Manager
 April Sizemore Admissions Representative
 Stephanie Peterson Admissions Representative
 Rita Hoke Registrar / Career Services
 LaToya Stephens Student Accounts Specialist
 Sandra Chase Faculty
 James Chambers Faculty
 Mike Stevens Faculty
 Emmitt Cozad Faculty
 Timothy Conner Faculty
 Beth Birch Office Assistant

Catalog Updates

RETURN OF TITLE IV FUNDS POLICY

Because Ohio Business College is a school that is required to take attendance, the law specifies that OBC must routinely monitor attendance records to determine in a timely manner when a student has withdrawn. This determination must be made no later than two weeks (14 calendar days) after the last date of attendance according to the schools attendance records. Even though OBC has a policy that states a student who is absent more than 30% of the scheduled class meetings before dismissal is a consideration, the date of withdrawal determination will never be more than two weeks after the last date of attendance. If a student provides notification of withdrawal earlier than the two weeks after the last date of attendance, and there is no class or activity participation after that notification, the withdrawal determination date will be the date the student provided notification. Although, the last date of attendance is always used to determine refund amounts. All refunds will be calculated and made by 45 days after the withdrawal determination date.

TRUCK DRIVING ACADEMY

REFUND POLICY

Truck driving students refund policy is based on a 20 day time period because of the short length of the program.

- A student who withdraws Days 1-3 will be obligated for 25 percent of the tuition.
- A student who withdraws Days 4-5 will be obligated for 50 percent of the tuition.
- A student who withdraws Days 6-8 will be obligated for 75 percent of the tuition.
- A student who withdraws 9 or more days will be obligated for 100 percent of the tuition.

STUDENTS WITH SPECIAL NEEDS

Students who meet and pass the state admissions standards but still require a reasonable accommodation because of a disclosed special need which might interfere with their performance, must submit a written request to the Campus Director prior to the class start. Reasonable/equitable efforts will be made to accommodate such requests and in all cases, prior to arrangements must be made to ensure that any special need can be met in a satisfactory, economical and timely fashion.