



T Enterprises, Inc.
Truck Driving School

210 E. Lewis Place
Pasco, WA 99301
509-547-2441

Tenterprisesinc.com

**Celebrating
over 34
years**

Est. 1991

Welcome to T Enterprises!

We're so excited to have you join the team! This brochure provides specific information to help you understand what T Enterprises offers and get you started on your commercial driving career.

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GENERAL INFO

Contact

210 E. Lewis Place
Pasco, WA 99301
509-547-2441

Hours of Operation

Office	Monday - Friday	7:30 a.m. - 4:30 p.m.
Day Class	Monday - Friday	7:30 a.m. - 4:30 p.m.
Night Class	Monday - Friday	5:00 p.m. - 9:00 p.m.

Closures

Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Fourth of July.

Our Mission

Our mission is to instruct students on how to be the safest commercial driver possible. Students will be placed through rigorous, real-world training that will allow them to safely and comfortably begin their commercial driving career.

Summary

T Enterprises, Inc. Truck Driving School is a Washington State private vocational school with its office, classroom and shop located on three acres in Pasco, WA. We offer courses that prepare students to take the written, pre-trip inspection, backing and driving exams at the Department of Licensing (D.O.L.) for either the Class A or Class B Commercial Driver's License (CDL). Each course is comprised of: classroom instruction, video instruction, inspections, and driving practice using a commercial vehicle.

All driving practice is completed with one instructor and two students.

All courses and testing are in English but bilingual instructors for **Spanish and Russian** are available for translations and clarifications.

New classes start every Monday throughout the year. Classes are Monday-Friday 7:30-4:30. Students will complete 40 hours a week- equally 160 hours by the end of their training.

SCHOOL DETAILS

Admission Requirements

Applicants must be 18 years of age or older and have a valid Washington State or Oregon State drivers license.

Applicants must meet the Federal Motor Carriers Safety Regulations for obtaining a CDL, common approved documents are as follows: Valid US passport, US birth certificate, valid permanent resident card, certificate of US citizenship.

Applicants must meet the Federal Motor Carriers Safety Regulations for acquiring a D.O.T. physical and D.O.T. drug test with negative results. The physical can be obtained from your personal physician or a local clinic, but must be completed on the D.O.T. form. If you are from the Tri-Cities, see recommended locations below:

PURPOSE	NAME	CITY	PHONE NO.
D.O.T. Physical	PNW Occupational Med	Richland	509-578-1016
D.O.T. Drug Test	Tri-City Mobile Drug Testing	Administered at T Enterprises	509-947-4554

T Enterprises, Inc. does not have a level of education requirement, but students without a high school diploma or GED from an English speaking school will be required to complete the Ability to Benefit (ATB) test with a passing score of 70%. Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

STUDENT CHECKLIST

- D.O.T. physical (within the previous two years)
- Negative D.O.T. drug test
- \$400.00 for school reservation
- Valid Washington State or Oregon State driver's license
- Be 18 years old or older
- One of the following:
 - United States birth certificate, US passport, Permanent Resident Card,
 - Certificate of US Citizenship

Getting Started

To reserve your spot, please visit us on location or call 509-547-2441.

Enrollment

Approximately 400 students enroll each year. Average class size is four-six students. Maximum 12 students. Average student to teacher ratio is 1 Instructor to 2-3 students.

Licensure

T Enterprises, Inc. is licensed by the Washington State Workforce Training and Education Coordinating Board.

Tuition

See Attachment A.

Job Placement

T Enterprises, Inc. offers job placement for qualifying students and works with many local and national employers. Inquiry in-person or over the phone for additional information.

Graduation Requirements

Each student must have achieved a level of knowledge and driving skill to be able to perform and pass CDL exams for the Washington State D.O.L. or the Oregon State D.O.L. including:

- Written
- Pre-trip inspection
- Backing
- Driving

Specifics of the exam are dependent upon the class of license being obtained: Class A or Class B. Classes are intended to be completed in the specified time frames and students are expected to attend every class, every day.

Financial Aid

Selected programs of study at T Enterprises, Inc. Truck Driving School 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, also known as the GI bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

T Enterprises Inc 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.”

T Enterprises also works with local agencies and companies to provide tuition assistance and scholarships to **reduce costs**. These companies include, but are not limited to:

- WorkSource
- Washington State Worker Retraining
- Veterans
- DSHS
- DVR
- Labor and Industries
- O.I.C.
- People for People
- Many others...

See the Financial Resources section of Attachment A for cost reduction specifics. Please contact T Enterprises directly for additional information*.

*T Enterprises, Inc. Truck Driving School 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 admission activities or in making decisions regarding the award of student financial assistance.

Student Equality

All students will be given the same instruction depending on the course taken.

Student progress is measured daily by instructors and is reported to management. If for some reason a student does not obtain the required knowledge to pass the written exams, the student may return to the classroom at *no additional cost* but must attend as scheduled.

Absences, tardiness and training interruptions of any form will result in: loss of training time, is non-refundable and must be redone. An additional cost of \$280/day of practice driving may apply if the student fails to meet the Washington or Oregon State requirements for obtaining a CDL. No cost is required for additional classroom time, up to one week.

No video recorders, audio recorders, cameras or other media capturing devices are permitted in the classroom or in commercial vehicles.

All student information is kept confidential. All digital files are kept in a password protected location. All physical files are kept in a secure, locked location.

Religious Accommodation

T Enterprises 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 requirement.

Students requesting accommodations should make the request in writing directly to the head instructor with as much advance notice as possible. Being absent from class or other 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 missed class. Students shall work with the head instructor to determine a schedule for making up missed work.

VA Compliance

T Enterprises limits student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a program 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% has been realized.

Grading

The minimum grade needed to be considered satisfactory for taking the DOL skill test is 70%. The grading system is as follows:

Backing:

70%-80%: inconsistent backing, hitting a couple cones

81%-90%: backing is improving, hitting only one cone

91%-100%: consistent straight backing, not hitting cones, good usage of mirrors

Classroom:

70%-80%: CDL practice test scores

81%-90%: CDL practice test scores

91%-100%: CDL practice test scores

Pre-Trip Inspection:

70%-80%: Missing less than 20 components

81%-90%: Missing less than 10 components

91%-100%: Missing less than 5 components

Driving:

70%-80%: Inconsistent lane usage, forgetting signaling, missing gears

81%-90%: Inconsistent mirror usage, speed control, incorrect hand positioning

91%-100%: Great mirror usage, following speed limit, staying in lanes correctly

If Backing, Classroom, Pre-Trip Inspection & Driving are not at 70%- the student will be given a private meeting with a written performance evaluation and steps moving forward. There are circumstances that additional training might be required if the student does not improve. Drive test eligibility is determined from the combined scores of the training instructors as well as following the rules and regulations of Washington State Department of Licensing stating that the owner can sign off that a student shows proficiency to pass a state driving test.

*****Transcripts, grade reports, and permanent records are retained for 50 years.**

Attendance:

If you have an appointment or an issue that arises- we ask that you call or text ahead of time. Failure to do so will result in a bill for an unexcused absence for the day. It is very important to be on time every day. All absences will have to be made up on students' time. Failure to have consistent attendance will result in additional time needed at students expense and time. Interruptions of any kind are not tolerated- students will be sent home and will need to make up the time missed. Conditions for readmission are that student can pass a DOT drug test, attendance improves, and student can move forward in training.

COURSE OPTIONS

Course List

Available courses at T Enterprises, Inc. Truck Driving School include:

1. Class A CDL - 160 Hour
2. Class B CDL - 110 Hour (Passenger/School Bus)
3. Class A CDL- 160 Night Course/8 Weeks
4. Refresher
5. Hazardous Materials

Class B CDL & Refresher Course are not offered to VA funded students

New classes start **every Monday** and run from 7:30 a.m. - 4:30 p.m. each weekday for four weeks.

Night classes begin every 8 weeks throughout the year and run from 5:00 p.m. - 9:00 p.m. each weeknight for eight weeks. Contact the director for next course availability.

Course Descriptions

Course descriptions are described below:

Class A CDL - 160 Hour

The Class A CDL course requires 160 mandatory hours and is typically completed in 23 days.

Week 1

Consists of a complete review of the Washington State Commercial Driver's License (CDL) manual that includes oral reading, discussion and explanation of the state laws and rules for commercial drivers.

The class will discuss information that will be on the Washington and Oregon State written exams as well as the information needed to pass the Air Brake and Combination Vehicles exams for both Class A and Class B vehicles.

Students review the CDL manual using videos and practice exams that test the knowledge of students prior to taking the State written exams. Additionally, each of the endorsements are explained, discussed and students are pre-tested for their knowledge.

Videos and pre-tests watched throughout the classroom time contain material likely to be found on the Washington State CDL exams.

Endorsements covered in the classroom include:

- Doubles/Triples
- Tankers
- Hazardous materials (*optional* - see section at the end of the course description)
- Passenger/School Bus (*optional* - see section at the end of the course description)

The end of the week allows students to watch more critical videos and instructors to take time to re-examine the pre-tests taken earlier in the week and determine if the student needs additional practice tests.

Entry Level Driver's Course (FMCSR 49 CFR part 380) is covered in the classroom section.

Week 2

This week is designed to familiarize students with the pre-trip inspection and basic driving techniques needed to pass the State skills test and basic backing procedures of a commercial vehicle.

Students will practice basic backing, driving and vehicle skills that include:

- Backing maneuvers: straight backing, angle backing, parallel parking and backing into docks
- Coupling and uncoupling a semi-tractor and trailer
- Adjusting the air brakes
- In-town driving

Week 3 and 4

These weeks consist of additional practice needed to enhance their driving skills. Driving is completed with two students per instructor on a semi-tractor and trailer with a non-synchronized 10 and/or 13 speed transmission.

Students practice shifting up and down through the gears, backing, in-town driving and complete vehicle inspections. Each student will have the opportunity to drive a semi-tractor with a:

- 40 foot flatbed
- 45 foot drop deck trailer
- 48 foot van trailer
- 50 foot refrigerated van trailer
- Doubles, if student chooses

Near the end of the course, advanced students may drive a tandem axle semi-tractor and a belly dump trailer loaded with rock.

Vehicles driven feature the newest controls and options available on an over-the-road semi-tractor. Under the guidance of the qualified instructor, students will drive the commercial vehicle on short day trips learning how to handle various trailers on two lane roads, interstates, steep grades and stopping at Washington State scales. Each student will learn how to safely couple and uncouple trailer(s).

This course instructs the student on how to be the safest commercial driver possible.

This course includes the commercial vehicle rental for the State of Washington Skills Test. An additional \$300.00 will be charged to students with an Oregon State driver's license for the commercial vehicle to be delivered to the nearest D.O.L. in Oregon for the Skills Test.

Every student that completes the Class A course will receive a Certificate of Completion and an 8-hour Air Brake Certification card.

Each student will receive hours of training according to the table below:

DESCRIPTION	HOURS	DETAILS
Classroom	40 hrs	Learn the CDL manual and state laws
Driving	32 hrs	85% of all driving is in-town or on two lane roads within 100 miles of Pasco with a 6, 7, 10 and 13 speed transmission
Backing	18 hrs	Maneuvers of 45° angle, 90° angle, and into loading docks
Pre-Trip Inspection	20 hrs	Pre-trip inspections, hooking/unhooking semi-tractor and trailer, adjusting brakes, chaining up, tying down loads and observation of other students
Observation	50 hrs	

Hazardous Materials

Hazardous Materials endorsement is covered in 16 hours over two training days that occur every 4 weeks as required (10 persons required) . 8 Hours of videos covering the basics of hazardous materials and preparation for the DOL written test. 8 Hours of taking practice tests and reviewing- followed by safety info. *VA benefits can not be used to pay for this course.*

Passenger / School Bus

Passenger/ School bus endorsement is covered in 40 hours over five training days. Training hours include: 20 hours of classroom, 7 hours of driving, 3 hours of backing and 10 hours of observation/pre-trip inspection.

Class B CDL - 110 Hour (with Passenger / School Bus Endorsement)

The Class B CDL course requires 110 mandatory hours and is typically completed in eighteen days.

Week 1 and 2

The first two weeks complete a full review of the Washington State Commercial Driver's License (CDL) manual that includes: oral reading with discussion and explanation of the state laws and rules for commercial drivers. The class will cover information needed to pass the Washington and Oregon State written exam, Air Brake exam and general Class B vehicle information.

Further review of the CDL manual is completed using videos and practice exams to test student knowledge prior to taking the State written exams. Videos and pre-tests likely contain material found on the State exams.

Each of the applicable endorsements are explained, discussed and pre-tested to prepare students for applicable exams. Endorsements covered include:

- Passenger/School bus
- Tankers
- Hazardous materials (*optional* - see section at the end of the course description)

Week 3 and 4

The remainder of the course consists of practice: driving a school bus with an automatic transmission, pre-trip inspections and driving tasks required to pass the Washington State D.O.L. skills test.

Students are familiarized with the inspection and handling of a commercial vehicle that covers the basics of school bus driving and prepares them for the State driving exam.

Additional practice and techniques include:

- Backing maneuvers of 45° angle, parallel parking, and into loading docks
- In-town driving

This course instructs the student on how to be the safest commercial driver possible.

This course includes the commercial vehicle rental for the State of Washington Skills Test. Each student will receive hours of training according to the table below:

DESCRIPTION	HOURS	DETAILS
Classroom	60 hrs	Learn the CDL manual and State laws
Driving	26 hrs	85% of all driving is in-town or on two lane roads within 100 miles of Pasco with a 6, 10 or 13 speed transmission
Backing	14 hrs	Maneuvers of 45° angle, 90° angle, and into loading docks
Pre-Trip Inspection	6 hrs	Pre-trip inspections and observation of other students
Observation	Up to 4 hrs (shared)	

Class A CDL- 160 Night Course/8 Weeks

The 8 week night classes include everything Class A CDL day classes have- however it is done at half the pace of the day classes because it is half the amount of time coming to school. All of the information is listed above in the description of the day class. See above: page 8. The classes last 8 weeks and run from 5-9 PM Monday- Friday. It is typically finished in 40 days.

Refresher

This 4-hour course is offered to people who need extra driving practice to enhance their commercial driving skills and is designed to re-familiarize former T Enterprises students with the inspection and handling of a commercial vehicle.

This course is *only offered* to commercial drivers with a minimum of one year of experience with a non-synchronized transmission.

Training is completed with one instructor and two students, on a semi-tractor and trailer with a non-synchronized 10 or 13 speed transmission. This additional day of training includes:

- Safe driving maneuvers
- Pre-trip inspections
- Shifting up and down gears
- Backing maneuvers
- In-town driving
- Vehicle inspections

WHO WE ARE

Meet the team

THERESA MAKI (President and Owner)

Theresa has been a professional truck driver since 1983. Four years as a Washington State apprenticeship instructor, an independent instructor since 1991 and a Washington State Commercial Driver's License examiner since 1989.

She has been involved with the CDL programming from the beginning as a defensive driving instructor for commercial vehicles and has also taught the safety aspect of the air brake system and overall mechanical safety for trucks and buses.

Theresa keeps a close watch on the changing environment of commercial driving and is able to communicate to the students the importance of being a courteous and safe driver.

Theresa founded, and has owned T Enterprises, Inc. since 1991.

Theresa is a School Certifying Official- 509-547-2441 makitogo79@msn.com

STEVE MAKI

Steve has held his CDL since 1991 and has maintained a career at Hanford that started in 1991 as a Journeyman Steamfitter out of Local 598.

He has worked in Health and Safety as the Building Trades Safety Representative for 19 years and currently holds the SMS (Safety Management Specialist) and CHST (Construction Health & Safety Technician) certifications from BCSP (Board of Certified Safety Professionals). Steve utilizes his industry experience and knowledge to highlight the safety aspects of the trucking industry, principally in the realm of hazardous materials.

STEVEN LOZANO

An instructor since 2015, Steven grew up around his family trucking business and drove over the road for six years; passing through over 15 states. Steven's temperament and real-world experience as a driver and instructor allows him to put students at ease and enables them to focus on training and instruction rather than the nerves of operating a commercial vehicle.

CLIFTON (SNOOP) LOZANO

A third generation truck driver, Snoop has worked at his family business from an early age and allows Snoop to stress the importance of safety inspections and operation of commercial vehicles. Snoop is able to take the most anxious of students and use his patience and comedic demeanor to have them laughing away their nerves and before they know it, have them safely driving a commercial vehicle

ALEX GUILLEN

Alex comes to T Enterprises with over ten years of experience including: doubles, tankers, hauled fuel and drove over the road. Calm and confident, Alex uses his previous experience both on the truck and as a former T Enterprises student to help students engage and become comfortable on the initial, medium-sized commercial vehicles and help work their way up to the bigger trucks. Alex's temperament and interpersonal skills allow him to cultivate a friendly and interactive environment with the students. Alex is fluent in **Spanish**.

PATRICK LOVER

A native Hawaiian, Patrick has been teaching CDL class for over 11 years and has held his CDL for over 16 years. Patrick is able to handle any and all student personalities, language barriers and backgrounds. Known for his ability to break down complex subjects and explain them easily to students, Patrick uses his quiet and cool attitude to deliver a complete and comprehensive classroom experience.

DOMINIC BAILEY

Dominic has over the road experience, and will let you know the pros and cons of having that be a future career for you. He loves fixing trucks and knowing how everything works, which makes him super helpful if you are struggling with your pre-trip inspection!

EFRAIN GUIZAR

Efrain is quiet, kind hearted and easy to talk to. He walks students through every step of the process with grace and a goal to help the student. He has lots of in town experience for driving. Efrain is fluent in spanish- and does a fantastic job at helping students identify rules, parts, and training when English is not their first language.

SERGEY OLEYNIK

Sergey is bilingual in Russian and English. His hard work and dedication to training is evident in the progress that his students show when it comes time to test, especially students who have struggled due to language barrier. He has a dry sense of humor and a peace he carries as he instructs that puts you at ease when you are in his truck.

TRUE LOVER

True is calm, patient, & easy going- but makes you feel safe and confident in the truck on your first day. True talks you through all the maneuvers & gives you the boost you need to learn something that might be brand new to you. True's favorite part of working at T Enterprises is watching students progress from a student fresh in a truck, to a true Truck Driver!

Code of Conduct

T Enterprises, Inc. encourages diversity and accepts applications from all minorities. T Enterprises, 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.

T Enterprises, Inc. acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If the information is presented, T Enterprises, 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 the curriculum.

The following conduct is unacceptable and will not be tolerated:

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, but not limited to: cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents with intent to defraud
 3. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or 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. Student acts of criminal behavior that place any person in imminent danger are prohibited on school grounds
 6. Violation of the law on school premises. This includes, but not limited to: use of alcoholic beverages or controlled dangerous substances
-

THE FINE PRINT

Cancellation and Refunds

Refunds may be administered under the following circumstances:

1. You will receive a full refund of all money paid if you are not accepted by the school.
2. You will receive a full refund of tuition and fees paid if you withdraw no later than midnight of the fifth day (excluding weekends and holidays) after signing the contract or making the initial payment, provided you have not commenced training.
3. After five business days (excluding weekends and holidays), the school may retain an established registration fee up to 10% of the total tuition cost, or \$400.00, whichever is less. "Registration Fee" refers to any fee, however named, covering those expenses incurred by the institution in processing student applications and establishing a student record system.
4. If a student partially completed training and withdraws, a portion of the tuition is retained by the school. See table below for detailed percentages:

TRAINING COMPLETED	TUITION RETAINED (UP TO)
Less than 10%	10%
10 - 24%	25%
25 - 49%	50%
More than 50%	100%

Refunds must be made within thirty (30) calendar days of the student's official date of termination.

Students have ninety (90) days to request refunds for discontinued programs. Student records are maintained for fifty (50) years and released with a ten (10) day written notice.

T Enterprises does not accept any prior credits to transfer to their institution.

Dress Code

The below dress code will be enforced at all times.

1. Shoes – Closed toe & full back shoes only - athletic/tennis type or work boots are preferred. Please make sure that athletic/tennis shoes have a solid grip on the sole.
2. Pants/Shorts – Pants and/or shorts must not be tight fitting. Shorts are allowed but must be no higher than mid-thigh. No mini shorts allowed. Undergarments must be covered. No sweats or yoga pants
3. No skirts or dresses allowed.
4. Shirts – Either long sleeve, short sleeve shirts and t-shirts are allowed. No sleeveless shirts inclusive of tank tops, tube tops, spaghetti string tops, sport bras and halter tops are allowed. No suggestive or profanity sayings are allowed on any shirt. Fishnet and sheer shirts of any kind are not allowed. Skin must not be exposed in the torso area.
5. Any form of clothing that is tight fitting and/or suggestive is not allowed.
6. Piercings and Tattoos – are allowed. No suggestive or profane sayings are allowed to be visible.
7. Jewelry – Dangling and bulky jewelry of any type is not allowed.

Re-Entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director.

The re-entry process is described below for varying circumstances:

REASON FOR DISMISSAL	RE-ENTER PROCESS
Excessive absences (greater than 20%) or financial concerns	May be possible to re-enter within the same school term
Failure to pass the written and drive test at department of licensing	May be possible for the student to receive private tutoring and then re-enter the school
Unacceptable conduct	May have to meet with the director before re-entering school

The decision of the director is final and the student will receive a letter within five (5) business days stating the decision.

Nothing in this policy prevents students from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

NOTE:

The school must measure all applicants' prior training, experience, and ability to benefit against current prerequisites for employment in the job objective established for the program (ex. Prior work and health history, driving and arrest records, evaluations of any applicable physiological factors such as vision acuity, color perception, lifting and weight bearing capabilities and manual dexterity, academic ability such as high school diploma, GED or the school academic assessment test).

Attachments

Attachment A	Tuition and Costing
Attachment B	Veteran Information

Ownership

President (and School Certifying Official)

Theresa Maki

Vice President

Steven Maki

Treasurer

Tyler Maki

Secretary

Alexis Maki

Published

August 21, 2025

Certification

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

Washington Workforce Training and Education Coordinating Board

128 Tenth Avenue S.W.

P.O. Box 43105

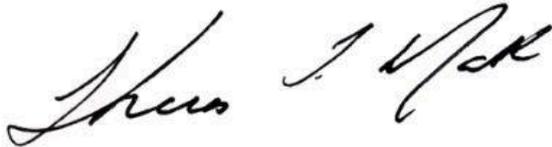
Olympia, WA 98504

Web: <http://wtb.wa.gov/>

Phone: 1-360-753-5662

E-mail Address: wtecb@wtb.wa.gov

Catalog certified as true and correct for content and policy:



Theresa Maki

Date

09.29.25

Attachment B

T Enterprises 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 the breakage, with the remaining part, if any, to be refunded.

(3) Consumable instructional 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 cost 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 veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges 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 paragraph, 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 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Attachment B

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

Schools should limit student enrollment to 85% veteran enrollment for each separately approved educational or vocational objective. In the event that a veteran wishes to enroll in a program 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.