



# NAPIER

**Truck Driver Training, Inc.**

## Course Catalog

Revised November, 2018

Home Office:

3113 Dixie Highway

Hamilton, OH 45015

Phone: (513) 755-3413

Fax: (513) 755-4410

[www.napiertruck.com](http://www.napiertruck.com)





## **A MESSAGE FROM THE PRESIDENT SCHOOL PHILOSOPHY**

The transportation industry has undergone many changes over the past decade. Stricter licensing requirements and more advanced technology have made the trucking industry a highly demanding, yet rewarding field for professional drivers.

Lucrative career opportunities are abundant throughout the country for CDL qualified drivers who possess the skills and determination to succeed in this field. It is my hope that each student who enters our training program will take full advantage of the personal attention he or she receives during their time at Napier Truck Driver Training, Inc. Our instructors have over 200 years of combined experience in the transportation industry.

Our program consists of classroom training that prepares the student for field training where behind-the-wheel instruction is given. Your decision to enroll, and your acceptance by Napier Truck Driver Training, Inc., can get you started toward a very gratifying and rewarding career. It is our hope that we can help each student reach their goal of a more secure productive future by providing training that will enable them to become a safe and professional driver.

Aimee Napier  
President

## **ADMISSIONS POLICY ENTRANCE REQUIREMENTS**

All applicants must be able to read, write and speak the English language sufficiently to converse with the general public. Applicants must also be able to understand highway traffic signs and signals in the English language.

An applicant must be 21 years of age. An applicant between 18 and 21 years may enroll only after individual counseling by the admissions office. All applicants must have a valid driver's license from the state in which they reside.

Applicants will be interviewed by an admissions representative who will thoroughly explain the program in detail and discuss job opportunities. An enrollment contract will be completed if the applicant's interest, previous driving record and ability to benefit from the program all appear acceptable by the school.

Applicants must request a copy of all applicable driving records from the State(s) Department of Motor Vehicles. Each individual must complete and pass the Department of Transportation's Physical Examination, drug screen and meet the requirements of the Motor Carriers' Federal Safety Regulations, Section 391 (Qualifications of Drivers).

## **AN EQUAL OPPORTUNITY INSTITUTION NON-DISCRIMINATION POLICY (EOE)**

Napier Truck Driver Training, Inc. is committed to a policy of equal opportunity in all areas of education and employment. Accordingly, Napier does not practice or condone discrimination in any form against students, employees or applicants for admission or employment on the basis of sex, race, handicap, age, religion, national origin or veteran status. Napier Truck Driver Training, Inc. is committed to full compliance with all federal laws and regulations prohibiting discrimination.

## **Administration and Staff**

**Governing Body:** Ohio Department of Public Safety

### **Administration & Faculty:**

Aimee Napier, B.S. Business,  
25 years Sales & Marketing Experience  
Russell Napier, 53 years Sales & Marketing Experience  
Gayle Napier, 43 years Administrative Experience  
Darrell Napier, 23 years Admissions & Instructor Experience  
Carla Eakins, 28 years Administrative Experience  
Richard Ricketts, 16 years diesel mechanic experience, and  
admissions representative  
William Sterwerf, B.S. Administration Management  
Bill Stephenson, 53 years Commercial Driving Experience  
Steven Lester, 32 years Commercial Driving Experience  
David Grove, 48 years Commercial Driving Experience  
Richard Free, 39 years Commercial Driving Experience  
Kenneth Clarke, 16 years Commercial Driving Experience  
Gwendolyn Kester, 20 years Commercial Driving Experience  
Alvin Miller, 11 years Commercial Driving Experience  
John Bledsoe, 12 years Commercial Driving Experience  
Tamra Dunaway, 18 years Commercial Driving Experience

**Facilities:** Our new 10,000 square foot training facility consists of two large classrooms, student lounge, instructor lounge, six offices and large garage for truck repairs. Our training ground consists of a four acre fenced-in complex for pre trip and maneuverability training.

**Equipment:** The school has 36 pieces of equipment which include single and tandem axle tractors, 40', 45', 48', 50' and 53' dry box van trailers and a straight truck.

**Refund Policy for VA:**CFR 21.4255 requires that all non-accredited schools use the following refund policy for any student receiving DVA Educational Benefits: The amount charged to the student for tuition, fees and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

## OBJECTIVES

- That each student develop a sense of self esteem through the possession of basic skills and confidence that provides entry into a respected career in the trucking industry.
- For our semi-truck driving course to provide the training required for the occupation “Tractor-Trailer-Truck Driver” as defined in the Dictionary of Occupational Titles, U.S. Department of Labor Statistics (D.O.T. Code 904.383-010)
- That each student become equipped with the basic skills needed for employment as an entry level driver in the trucking industry.
- That each student know the proper methods for starting, operating and shut-down of equipment.
- That each student be able to perform pre-trip and post-trip inspections and preventative maintenance.
- That each student receive behind-the-wheel instruction on a variety of roads and traffic conditions.
- That each student possess the basic maneuvering skills of backing, docking and stopping.
- That each student receive training that enables them to successfully pass their Commercial Driver’s License (CDL) exams.
- To instill a desire in each student that he/she choose to understand and comply with the full spectrum of safety procedures necessary to be a safe and professional driver.
- For our firm to maintain a responsive approach to change and address those changes with the vigor and attention necessary to adapt the curriculum to meet the current job market.

## **ATTENDANCE POLICY**

Prompt and regular attendance at the training sessions is required and expected. Attendance records are kept for each student. Serious illness or death of an immediate relative are the only acceptable reasons for a leave-of-absence which must be approved by the School Director. Five or more unexcused absences will be cause for dismissal. An unexcused absence is one which occurs without notice being given to Napier by the student or one which occurs without approval by Napier. An excused absence is one which occurs when Napier has been notified by the student that such an absence will occur and the student is given approval by Napier that such an absence will be considered excused. Instruction missed due to an approved absence must be made up at a later date without penalty.

## **ADDITIONAL TRAINING**

Any student not receiving a passing grade or any individual requiring additional training upon completion of the resident phase of the course, will be offered an opportunity for further instruction by remaining or returning to the training facility with permission from the School Director. This service is provided at no additional charge for a period of 6 months from graduation date.

## **STUDENT CONDUCT**

A student may be dismissed for unsatisfactory conduct during the classroom and field training. Unauthorized absences, fighting, lack of cooperation, tardiness, safety violations, failure to comply with the course requirements, gambling or use of alcohol or drugs at the training facility constitutes justifiable action for dismissal. Reinstatement of a dismissed student at a future date will be carefully considered and must be approved by the School Director.

## **PROBATIONARY PERIOD**

Any student whose grades are determined to be marginal (below 75%) by the Head Instructor and/or the Director of Training will be informed of their status and will be placed on probation for a period of one training week. The Director will again review their progress at the end of this period for final determination of the student's progress. If it is determined that a student's grade remains marginal at this time, he or she will be counseled regarding additional licensing options available or he or she will be dismissed.

## **RE-ADMISSION**

Students dismissed from the school for unsatisfactory progress, conduct and/or attendance will not be eligible for re-admission unless approved by the School Director.

## **PREVIOUS CREDIT**

The school will grant credit for previous training when such previous training has properly been confirmed. Each specific case will be evaluated by a member of the school staff. Appropriate credit will be granted and the applicant's program shortened proportionately to the demonstrated skills during testing.

## **SCHOOL HOLIDAYS**

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

## **RESERVATION REQUIREMENTS**

After tuition arrangements are made, a student will be scheduled to attend resident training. A confirmed reservation is necessary before a student may enter resident training. If space in the preferred group is not available, an alternate date will be suggested. A Napier representative can furnish you with a list of class start dates. Confirmed reservations will be made by the home office in Hamilton, Ohio.

## **TUITION ASSISTANCE**

Napier Truck Driver Training, Inc. has various tuition aid and budget programs available for its students. Programs include the following: Bureau of Vocational Rehabilitation (BVR), W.I.O.A., VA - Veterans' Funding and in-house financing for tuition. A school representative can furnish further information regarding financial assistance at (513) 755-3413.



## **STUDENT PROGRESS AND GRADING SCALE**

Grades are a measure of a student's ability to meet current employment standards. Each course of training is graded individually with a minimum requirement of 75% on any and all written and skill performance examinations. If any grade achieved is lower than 75%, immediate make-up and retraining procedures will begin to help bring the student to a satisfactory level of progress. If satisfactory progress is not achieved, the student will be cancelled.

The student will receive a Certificate of Completion if all requirements are met along with a copy of the final grades in the form of percentages. The student will receive a "Certification of Road Test", and "Certification of Written Examination", with the Federal Motor Carrier Safety Regulations of the U.S. Department of Transportation.

## **COMPLETION TIME**

Each student will be required to attend either a five (5) week, (200 hour) course, or a ten (10) weekend, (160 hour) course for Tractor-Trailer Truck Driver Training. The five week course consists of 80 hours classroom training and 120 hours field and road training. The weekend course consists of 40 hours classroom and 120 hours field and road training. Training is conducted daily between the hours of 7:30 a.m. and 4:30 p.m. in Hamilton, Ohio.

### **CORPORATE HEADQUARTERS AND TRAINING GROUNDS:**

3113 Dixie Highway  
(Cambridge Plaza Shopping Center)  
Hamilton, OH 45015  
(513) 755-3413 phone  
(513) 755-4410 fax

## **Additional Policies**

**Grading System:** A student's academic progress will be measured according to the following scale:

A = 95 - 100

B = 90 - 94

C = 85 - 89

D = 75 - 85

F = 74 - or below

**Conditions for Interruption for Unsatisfactory Grades or Progress:**

For VA students - If the student does not achieve a satisfactory grade of 75% or above during probation, the school will notify VA to interrupt the student's educational benefits.

**Enrollment Dates:** The student may apply any day that the school is open. Weekday classes begin every other week. Four weekend classes are offered each year. Each weekend class is ten weekends in length.

**Leave of Absence:** The school will allow a student to take a leave of absence. The leave of absence must be approved by the School Director.

**Tardiness Policy:** A student reporting more than 5 minutes late will be considered tardy. All missed time must be made up.

**Class-Cut Policy:** A class-cut will be considered a non-excused absence.

**Make-Up Work Policy:** All missed time and/or work must be made up.

**NAPIER TRUCK DRIVER TRAINING INC.**

3113 Dixie Highway (Route 4), Hamilton, OH 45015  
Telephone: (513) 755-3413 Fax: (513) 755-4410

**CLASS SCHEDULE LISTING**

**FIVE WEEK CLASS SCHEDULE**

**Classes held Monday-Friday 7:30 AM - 4:30 PM**

<u>Class Start Date</u>	<u>Class Graduation Date</u>
November 27, 2017 .....	January 2, 2018**
December 11, 2017 .....	January 16, 2018**
December 26, 2017 .....	January 30, 2018**
January 8, 2018 .....	February 9, 2018
January 22, 2018 .....	February 23, 2018
February 5, 2018.....	March 9, 2018
February 19, 2018.....	March 23,2018
March 5, 2018.....	April 6, 2018
March 19, 2018 .....	April 20, 2018
April 2, 2018.....	May 4, 2018
April 16, 2018.....	May 18, 2018
April 30, 2018.....	June 4, 2018**
May 14, 2018 .....	June 18, 2018**
May 29, 2018 .....	July 2, 2018**
June 11, 2018 .....	July 16, 2018**
June 25, 2018 .....	July 30, 2018*

**10 WEEKEND CLASS SCHEDULE**

**Classes held Sat & Sun 7:30 AM - 4:30 PM**

<u>Class Start Date</u>	<u>Class Graduation Date</u>
January 6, 2018 .....	March 11, 2018
April 7, 2018.....	June 17, 2018**
July 7, 2018.....	September 16, 2018**
October 6, 2018.....	December 9, 2018

\*\* Napier will be closed in observance of the following holidays:\*\*

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

Class schedule is subject to change. For current information, visit our website at [www.napietruck.com](http://www.napietruck.com) or call us at 513-755-3413.

# SEMI-TRUCK DRIVER TRAINING COURSE CONTENT AND DESCRIPTION

## CLASSROOM TRAINING

- A. Program Orientation provides the student with information on the specific rules and regulations regarding classroom, field, and road requirements.
- B. State Traffic Laws
- C. Public Utility Commission Rules and Regulations
- D. Federal Motor Carrier Safety Rules and Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-tractors, and motor vehicles transporting flammable and/or hazardous cargo.
- E. Procedures and Marking and Special Stops Required/RR Crossings
- F. Federal Laws relating to equipment brake systems, lighting and display of emergency equipment.
- G. Registration and Licensing Laws
- H. Special Taxes such as the International Registration Plan (IRP)
  - I. Accident Reporting and Safety Responsibility Laws
- J. Safe Driving Practices/Courteous Driving Practices
- K. Effects of Driver Fatigue
- L. Routine Services and Pre-Trip Safety Check
- M. Use of Occupant Protection Devices, including their benefits and effectiveness in motor vehicle collisions.
- N. Sharing the Road
- O. Commercial Drivers' License Requirements
- P. The Effects of Alcohol and Drug Use
- Q. Map Reading and Routing

R. Log Book Instruction

S. Commercial Drivers Licensing Exams such as general knowledge, air brakes, double/triples, hazardous materials, tankers, etc.

T. Job Placement Seminars

U. “No Zone” Scenario

## FIELD TRAINING

A. Starting

B. Stopping

C. Turning

D. Braking

E. Parking

F. Docking

G. Hooking Up and Unhooking Trailers and Semi-trailers

H. Display of Emergency Equipment

I. Use of Hazard Light System

J. Pre-Trip Inspection

K. Sharing the Road

L. Safe Driving Practices

M. CDL Maneuvers — Straight Line Back  
— Alley Dock  
— Ninety Degree Docking  
— Parallel Parking  
— Offset backing  
— Stop Line Backing

N. On the Road Driving  
In-Cab Instruction

Classroom, field and road training are completed at the school training grounds. The student will participate in extensive practice driving on a specially prepared driving range and on local area highways and city streets.

The course content is in accordance with the provisions set forth in the Ohio Administrative Code Rules for Commercial Driver Training Schools Chapter 4501-7.

The student is taught driver techniques, defensive driving, maneuvering skills, vehicle controls and instruments, use of mirrors, operating efficiencies, right and left turns, navigating in traffic, approaching intersections, entering and exiting highways, safety on the highway, braking techniques, speed control, stopping time, warning devices, vehicle control on grades, developing road skills, adjusting to road and weather conditions, various transmissions and driver professionalism.

“Conditioned Response” is the method of instruction used at the school’s training grounds. To operate a truck skillfully is to employ a series of conditioned responses. Therefore, the practical aspect of training is done in a step-by-step manner wherein the student is required to master each step. Thus, skillful operation becomes a habit – a part of the driver, rather than something at which considerable effort must be expended in order to accomplish proper results.

If a student fails to succeed in tractor trailer training, the option will be available for the individual to test for a Class B CDL (straight truck).

**TUITION  
SCHEDULE EFFECTIVE 9/1/11**

**5-WEEK COURSE**

2 weeks (80 hrs.) classroom training  
3 weeks (120 hrs.) hands-on training  
Total: 200 clock hours

**10-WEEKEND COURSE**

5 days (2.5 weekends/40 hrs.) classroom training  
15 days (7.5 weekends/120 hrs.) hands-on training  
Total: 160 clock hours

Tuition for all programs..... \$4,195.00 (Cash Price)

Financed tuition for all programs..... \$5,195.00

A downpayment of \$2,195.00 is required. The balance of \$3,000.00 is financed over 36 months with monthly payments of \$113.03

**\*Student is responsible for all additional fees listed on the following page with tuition only programs.**

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**ALL INCLUSIVE TRUCK DRIVER TRAINING PROGRAM**

**FIVE WEEK OR TEN WEEKEND COURSE**

Total Price..... \$5,995.00

Package includes:

Tuition

Physical and drug screen

CDL written exams fee (Ky residents only)

CDL permit

Up to four (4) attempts at CDL skills test with truck rental fee included

CDL license hardcopy

Hazardous materials background check fee

Program approval requires satisfactory credit check and/or co-signer.

Payments are \$155.51 per month for 60 months. First monthly payment is required upon enrollment into training.

**ADDITIONAL FEES NOT PAID FOR BY NAPIER**

DOT Physical & NIDA Drug Screen \$115.00

**COMMERCIAL DRIVER'S LICENSE FEES**  
(as charged by the State):

**— OHIO**

Written Test . . . . . \$0  
Permit. . . . . \$27.00  
Skills Test. . . . . \$85.00  
Truck Rental. . . . . \$60.00  
CDL License . . . . . \$42.00

**— INDIANA**

Written Test . . . . . \$0  
Permit. . . . . \$17.00  
Skills Test. . . . . \$85.00  
Truck Rental. . . . . \$60.00  
CDL License . . . . . \$30.00

**— KENTUCKY**

Written Test . . . . . \$24.00  
Permit. . . . . \$11.00  
Skills Test. . . . . \$50.00\*  
Truck Rental. . . . . \$60.00  
CDL License . . . . . \$40.00

**HAZARDOUS MATERIALS  
ENDORSEMENT (OPTIONAL)**

OH AND IN . . . . . \$86.50  
KY . . . . . \$115.00

\*will increase to \$100.00 on 1/1/19

**LIFETIME JOB PLACEMENT ASSISTANCE**

While no school can guarantee its graduates jobs, Napier Truck Driver Training, Inc. maintains a fulltime placement department to assist graduates in good financial standing to obtain employment. Such assistance will prove to be very valuable to many of our clients. The graduate's Certificate of Completion, the Department of Transportation Certificate of Written Examination and Road Test, a transcript of grades and contacts with prospective employers should aid the job seeker and serve him or her well. Napier Truck Driver Training, Inc. maintains contact with companies throughout the United States for job placement of graduates.



## REFUND POLICY - TOTAL TUITION

\$ 4,195.00 (\$200.00 of which is, the Registration Fee.) The School shall cancel a student's enrollment upon written request of the student (we suggest using Certified Mail). The student's obligation at the time of cancellation will be calculated as follows:

- A. Within five (5) days following the signing of the contract, no obligation and all monies paid, if any, to be fully returned.
- B. After five (5) days but before beginning of classroom and field training, a registration fee of \$200.00.
- C. After beginning of Training, the registration fee, plus one-third (1/3) of the remaining tuition until a student starts the second week of Training.
- D. After starting the second week of Training, but prior to starting the third week, the registration fee plus two-thirds (2/3) of the Tuition.
- E. After starting the third week of Training the student is responsible for the total tuition.
- F. The School will make a prompt refund within thirty (30) days of the student's written request for cancellation. A full refund will be made promptly if the student is not accepted by the school.
- G. If the state of residence of a student has a refund policy more favorable than the policy of the School, the state policy will apply
- H. All materials must be returned by anyone requesting cancellation before a refund will be made.

## REFUND POLICY - VETERANS

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to pro ration and refund (CFG 21.4254 (c) (13).) The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

# SPECIAL PROVISIONS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS

The following special provisions apply to students receiving Veterans Administration Educational Benefits:

## EVALUATION POINTS:

- Attendance for students will be taken daily and evaluated every week by the Education Officer. Students should refer to the standard catalog areas for information concerning Leave-of-Absence, Approved Absence and Withdrawal policies.
- Accademic standards for students will be evaluated at the mid-point and end of each term by the Education Officer.

## ATTENDANCE STANDARDS:

- The first time a student has a cumulative percentage of attended clock hours below 80% of their program's scheduled clock hours at an evaluation point they will be placed on **Attendance Warning** and notified in writing.
- A student on Warning who has a cumulative percentage of attended clock hours below 80% of their programs' scheduled clock hours at the next evaluation point will be placed on **Attendance Probation** and notified in writing.
- A student on Attendance Probation who has a cumulative percentage of attended clock hours below 80% of their program's scheduled clock hours at the next evaluation point must be totally **Withdrawn** from the program and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

NOTE: If, at any point, it is mathmatically impossible for the student to regain good Attendance Standing by the second following evaluation point, they will be withdrawn from the program at that point and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student. Also, VA will not pay benefits for any make-up hours. Students not completing all their required hours by the end of the original program's original term ending date must pay out of pocket any additional charges for these make-up hours.

## ACADEMIC STANDARDS:

### **GPA Minimum Requirements:**

End of 1st week - 80%

End of 2nd week - 80%

of 3rd week - 80%

End of 4th week - 80%

End of 5th week - 80%

Every week thereafter (if enrolled  
in 10 weekend class) - 80%

- The first time a student has a cumulative GPA below the academic minimum standards they will be placed on **Academic Warning** and notified in writing. The Education Officer will outline the steps needed to be removed from this status before the next evaluation point is reached.
- If the student on Academic Warning fails to meet the minimum GPA standards by this following evaluation point, they will be placed on **Academic Probation** and notified in writing by the Education Officer. An Academic Plan, showing the steps needed to be removed from this status before the next evaluation point, will be outlined for the student.
- If the student on Academic Probation does not reach the minimum GPA by the following evaluation point, they will be **Withdrawn** from the program and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

NOTE: If, at any point, it is mathematically impossible for the student to regain good Academic Standing by the second following evaluation point, they will be withdrawn from the program at that point and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point, which may create a debt with VA for the student.

PROBATION APPEAL: A student may appeal their Academic or Attendance Probation by submitting a letter of explanation to the Education Officer along with any needed supporting documentation within two calendar days of their Academic Probation notification. This appeal will be reviewed by the Education Officer and, in special circumstances, an Academic or Attendance Probation status may be lowered to Warning

RE-ENROLLMENT: In the event a student who has been dropped from the program for Attendance and/or Academic reasons wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this catalog apply, with the following additional provisions:

- The student will receive transfer credits for credit hours successfully completed during their initial enrollment in the program within one year. These hours will count as attempted and earned hours toward their Academic and Attendance Totals.
- Students will be charged tuition only for the remaining hours needed for their program completion.

## BOARD OF CAREER COLLEGES AND SCHOOLS REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with the Ohio Administrative Code Section 3332-1-10. School cancellation and settlement policy allows that the enrollment agreement may be canceled by submitting written notice within five calendar days of signing of the contract. There is (1) academic term for this program that is 200 or 160 hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code Section 3332-1-10.

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% complete will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

## BOARD OF CAREER COLLEGES AND SCHOOLS COMPLAINT OR GRIEVANCE PROCEDURE

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215, Phone (614) 466-2752 Toll Free (877) 275-4219.

Driver training schools are licensed by the Drive Training Program Office, 1970 West Broad Street, Columbus, Ohio 43218-2081.

I acknowledge that I have received a school catalog and agree with the school policies and procedure stated. I acknowledge that I have received and read a copy of this enrollment agreement.

## REFRESHER COURSES

Napier offers refresher courses on the equipment to individuals who have recent verifiable experience with Class A vehicles. Fees for refresher courses are \$400.00 per day with a minimum of three days training. Any Napier graduate who desires additional training six months or more after graduation falls under these guidelines for refresher courses.

This is to certify that the information contained in this publication is true and correct in content and policy.



President

1/17/2018

### FOR KENTUCKY RESIDENTS ONLY:

#### **Filing a Complaint with the Kentucky Commission on Proprietary Education**

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

#### **Student Protection Fund - this needs to be on the student enrollment agreement also.**

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).



