



MAIN SCHOOL CAMPUS
 1688 North Pricetown Road, SR 534
 PO Box 506
 Lake Milton, OH 44429

ENROLLMENT AGREEMENT

APPLICANT / STUDENT:

STREET:

CITY:

STATE:

ZIP:

The undersigned school, TTDDS, Inc. (Seller) hereby sells and the undersigned Applicant (Buyer) purchases the following Class "A" training program subject to the following terms and conditions:

TRUCK DRIVER TRAINING: M T W T H F S S From: To:

TRUCK DRIVER TRAINING EXTERNSHIP PROGRAM M T W T H F S S From: To:

DIESEL TECHNICIAN TRAINING: M T W T H F S S From: To:

STARTING DATE: _____ **ENDING DATE:** _____ **TOTAL # WEEKS:** _____ **TOTAL # CLASSROOM HRS:** _____
TOTAL # BEHIND-THE-WHEEL HRS: _____ **TOTAL CONTACT HOURS:** _____ **TOTAL SEMESTER CREDIT HOURS:** _____
GRADUATION DATE: _____ **WEEKS REQUIRED FOR GRADUATION:** _____ **CONTRACT EXPIRES:** _____

The Applicant requests enrollment in the Training Program shown above. In consideration of the school's approval and acceptance, the Applicant agrees to all terms and conditions set forth in this agreement and in the current catalog / addendum. Furthermore, the Applicant agrees to pay all charges for the program as set forth in this agreement. Road training takes place on public roadways in Ohio and Pennsylvania. Classroom training takes place at Lake Milton, Ohio. TTDDS adheres to the Ohio Revised Code Section 4507-28(J) & (K) which requires a minimum of forty (40) hours classroom and minimum forty (40) hours behind-the-wheel training.

TUITION AND FEES

FINANCIAL AID DETAILS

Tuition.....	\$
Registration Fee.....	\$
Books/Tools/Equipment Fee.....	\$
Other.....	\$
Housing Fees.....	\$
DOT Physical.....	\$
DOT Drug Screen.....	\$
CDL Testing Fee.....	\$
License Fees.....	\$
Hazmat Endorsement.....	\$
Total Contract Price (add #1,2, 3 & 4)..	\$
Down Payment.....	\$
Financial Aid Awards.....	\$ _____
(See Financial Aid Details)	
Excess Funds.....	\$ _____

Subsidized Federal Stafford Loans.....	\$
Unsubsidized Federal Stafford Loans..	\$
Parental Federal Loans.....	\$
Pell Grant.....	\$
TTDDS, Inc. School Loan.....	\$
(See Installment Note & Disclosure Statement for Terms)	
Cash Due While in School.....	\$
Outside Agency Funding.....	\$
Other.....	\$ _____
Financial Aid Awards.....	\$ _____

IT IS FURTHER UNDERSTOOD AND AGREED THAT

All matters discussed in the current catalog / addendum being necessary for a complete understanding of this agreement, it is hereby agreed that the current Student Handbook and Catalog dated March, 2017 Volume XV is specifically and intentionally incorporated by reference into this agreement. The Applicant is responsible for his / her own transportation, housing, meals and any licensing fees.

BY SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT HE / SHE HAS READ, UNDERSTANDS AND HAS RECEIVED THE CURRENT STUDENT CATALOG AND A TRUE COPY OF THIS COMPLETED ENROLLMENT AGREEMENT INCLUDING THE CANCELLATION AND SETTLEMENT POLICY. THE UNDERSIGNED APPLICANT AGREES TO ALL TERMS AND CONDITIONS INCLUDING THOSE SET FORTH ON THE REVERSE SIDE OF THIS AGREEMENT. THE APPLICANT MAY CANCEL THIS ENROLLMENT AGREEMENT WITHIN FIVE CALENDAR DAYS AFTER THE DATE OF SIGNING PROVIDED THE SCHOOL IS NOTIFIED OF THE CANCELLATION IN WRITING.

PRINT NAME: _____ **SOCIAL SECURITY #:** _____

ADDRESS:

CITY: _____ **STATE:** _____ **ZIP:** _____

HOME PHONE: _____ **CELL PHONE:** _____ **WORK PHONE:** _____

APPLICANT SIGNATURE: _____ **DATE:** _____

PARENT / GUARDIAN SIGNATURE: _____ **DATE:** _____

As an Authorized Representative of TTDDS, Inc. I recommend the acceptance of the Applicant whose name appears above.

AUTHORIZED REPRESENTATIVE: _____ **DATE:** _____

ACCEPTED BY: _____ **DATE:** _____

Authorized School Official

Title

THE POLICY OF TDDS, INC., IS:

1. Payments will be made to the Lake Milton, Ohio office of TDDS, Inc.
2. Each student is accepted with the understanding that he / she has full intentions of completing the entire course of study. The student agrees that if, for any reason, he / she cannot continue with the course of study, the matter will be discussed with an official of the school.

THE APPLICANT UNDERSTANDS AND AGREES THAT:

1. TDDS, Inc. reserves the right to make any changes in the training which it deems necessary, with the understanding that such changes will not involve added fees to the student already party to this agreement.
2. This is a Resident and / or Externship program. The student will be required to attend classes in accordance with the schedule prescribed by the school.
3. TDDS, Inc. DOES NOT GUARANTEE EMPLOYMENT. However, the school's full time Student Relations & Services Staff will assist graduates in securing a position in the industry for which he / she is qualified.
4. The school will maintain a permanent record for each student, the contents of which may be made available at the school's discretion, to any prospective employer or government agency.
5. The school makes available, at no additional charge to the student, a tractor trailer training unit and / or instructor for the purpose of taking a driving test for the states of Ohio, Pennsylvania and West Virginia when required for licensure from the student's state of residence. If a retest must be administered, an additional equipment rental fee will be charged. Please see the "*Additional Fee Schedule*" Addendum to the current Student Catalog.

FOR DIESEL TECHNICIAN STUDENTS ONLY:

The school will award a TDDS Technical Institute Diploma to each student who successfully completes the requirements for graduation as prescribed in the current catalog / addendum.

FOR TRUCK DRIVER STUDENTS ONLY:

The school will award a TDDS, Inc. Certificate of Proficiency to each student who successfully completes the requirements for graduation as prescribed in the current catalog / addendum. Truck Driver Training graduates 21 years of age or older will also be awarded the U.S. Department of Transportation Certification of Road Test. Also, this agreement is conditional upon the student being able to meet the U.S. Department of Transportation's Bureau of Motor Carrier Safety Physical Qualifications for Drivers and that the Applicant's Motor Vehicle Record is acceptable. The Applicant must obtain a CDL permit from his / her state of residency. The Applicant certifies that he / she has a valid license and that his / her driving record is the same as it was represented during the interview process. Any deviation from what was represented will result in further review of the application and possible termination. The Applicant further agrees to notify the school immediately of any traffic infraction which occurs after the enrollment date for which the student is cited and / or any accident in which the student is involved. All classroom and driver training sessions shall be made available to the student by the school, within Two-hundred-seventy (270) days after the first lesson. TDDS adheres to Ohio Revised Code Chapter 4508 and Ohio Administrative Code Chapter 4501-7 as it pertains to commercial vehicle training and is monitored by the Ohio Department of Public Safety.

TERMINATION

BY THE SCHOOL: Grounds for termination of the student prior to completion are unsatisfactory progress and failure to comply with all reasonable rules and regulations that TDDS, Inc. may make from time to time. This matter is more fully discussed in the current catalog / addendum.

BY THE STUDENT: The student may withdraw before completion of the course. Withdrawal will become effective when written notice is given by the student to TDDS, Inc. Upon withdrawal, the student or lending institution (as designated by our Financial Aid Department) shall be entitled to a refund according to the Cancellation and Settlement Policy as described below.

CANCELLATION AND SETTLEMENT POLICY

We believe you will be pleased with our training programs at TDDS Tech. However, in the event of termination, the following terms will apply:

- Within the first five (5) calendar days after your enrollment acceptance, you must cancel and a full refund of the money paid to the school will be **MAILED** to you.
- Students who have not visited the school facilities prior to enrollment will have the opportunity to withdraw without penalty within the first five (5) calendar days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of the equipment.
- After the first five (5) calendar days of enrollment acceptance and until the time you enter scheduled classes and begin training, the school is entitled to the Registration Fee.
- After entering school and beginning training, and up to and including the completion of 60% of the Program Curriculum, the student will be charged a **PRO-RATED** Tuition amount, plus the Registration Fee.
- After the completion of 60% of the Program Curriculum the school is entitled to 100% of the Tuition and the Registration Fee
- Refunds for the Books, Tools and Equipment Fee shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.

The **PRO-RATED** amount of tuition owed by the student will be computed by dividing the number of scheduled weeks actually completed by the student, with the total number of weeks required to complete the program. A week of training is defined as any training taking place within a seven (7) day period. Upon cancellation or withdrawal, all money due the Lending Institution or the Student will be refunded within thirty (30) days from the confirmed Last Date of Attendance. The refunded amount will be rounded up to the nearest tenth of a percent. Any balance owed the school at that time is the **Responsibility of the Student**. This policy is subject to the Laws, Rules and Regulations of the student's State of Residency. Students who have paid their institutional costs with funds from the Title IV Pell Grant, Stafford and/or PLUS Loan Programs are subject to the Return of Federal Funds requirements of the 1998 Amendments to the Higher Education Act. Information is available upon request from the Student Services Department showing how these requirements affect the student's financial obligations upon withdrawal.

COMPLAINT PROCEDURE

If there are any questions regarding the school satisfying the terms of the student's enrollment, the student should request an appointment with the Director of Student Relations. Should the student's questions or concerns still not be satisfied, he / she should bring the issue to the attention of the following:

OHIO RESIDENTS: Truck Driver Training Schools are licensed by:
ODPS DRIVER TRAINING PROGRAM OFFICE
1970 WEST BROAD STREET
COLUMBUS, OHIO, 43223

OHIO RESIDENTS: Diesel Technician Training program is licensed by:
OHIO STATE BOARD OF CAREER COLLEGES
AND SCHOOLS
30 E BROAD ST, SUITE 2481
COLUMBUS, OHIO 43215-3414
(614) 466-2752 or Toll Free (877) 275-4219

PENNSYLVANIA RESIDENTS: STATE BOARD OF PRIVATE LICENSED SCHOOLS
PENNSYLVANIA DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

WEST VIRGINIA RESIDENTS: STATE COLLEGE SYSTEM OF WEST VIRGINIA
COMMUNITY COLLEGE DIVISION
1018 KANAWHA BLVD. EAST SUITE 700
CHARLESTON, WV 25301

ALL STUDENTS REGARDLESS OF RESIDENCY:

ACCSC (Accrediting Commission of Career Schools and Colleges)
2101 WILSON BLVD. SUITE 302
ARLINGTON, VA 22201

THE APPLICANT (BUYER) ACKNOWLEDGES THAT HE / SHE HAS READ AND UNDERSTANDS BOTH SIDES OF THIS AGREEMENT.

Initials _____ Date _____