



## Supplement to December 2008 – June 2009 Training Brochure

Inquiries or complaints regarding this or any other private career school may be made to the;

Workforce Training and Education Coordinating Board  
128 – 10<sup>th</sup> Avenue SW  
Olympia, WA 98504-3105  
(360) 753-5662

- Ownership
  - JoAnn Copperud
  - Robert Gils
- Instructors
  - Jason Wolfley
    - WA State approved Asbestos Instructor
    - WA State (CTED) approved Lead Instructor
    - AHERA Region 10 approved Instructor
    - Hazardous Waste Instructor
  - Ethel (Cookie) Kaufman
    - OSHA Outreach approved Instructor
    - BS Degree Teaching
    - Hazardous Waste Instructor
- Grading
  - Minimum passing grade is 70%
  - Grades derived from final exams at the end of each class
  - One on one assistance is given to those students who are having difficulty
  - Certificate is awarded to all students passing class
- Attendance Policy
  - Students must attend required hours per each disciplines regulation in order to receive a certificate of completion for that class
- Student Conduct
  - Students who continually disrupt the class will be asked to leave
- Refund Policy For Private Pay Students
  1. RGA will refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
  2. RGA will refund all money 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. RGA 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 after 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, RGA 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% through 50%	50%
More than 50%	100%

When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

- When the school receives notice of the student's intention to discontinue the training program; or,
- When the student is terminated for a violation of a published school policy which provides for termination; or,
- When a student, without notice, fails to attend classes for thirty calendar days.

All refunds will be paid within thirty calendar days of the student's official termination date.

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