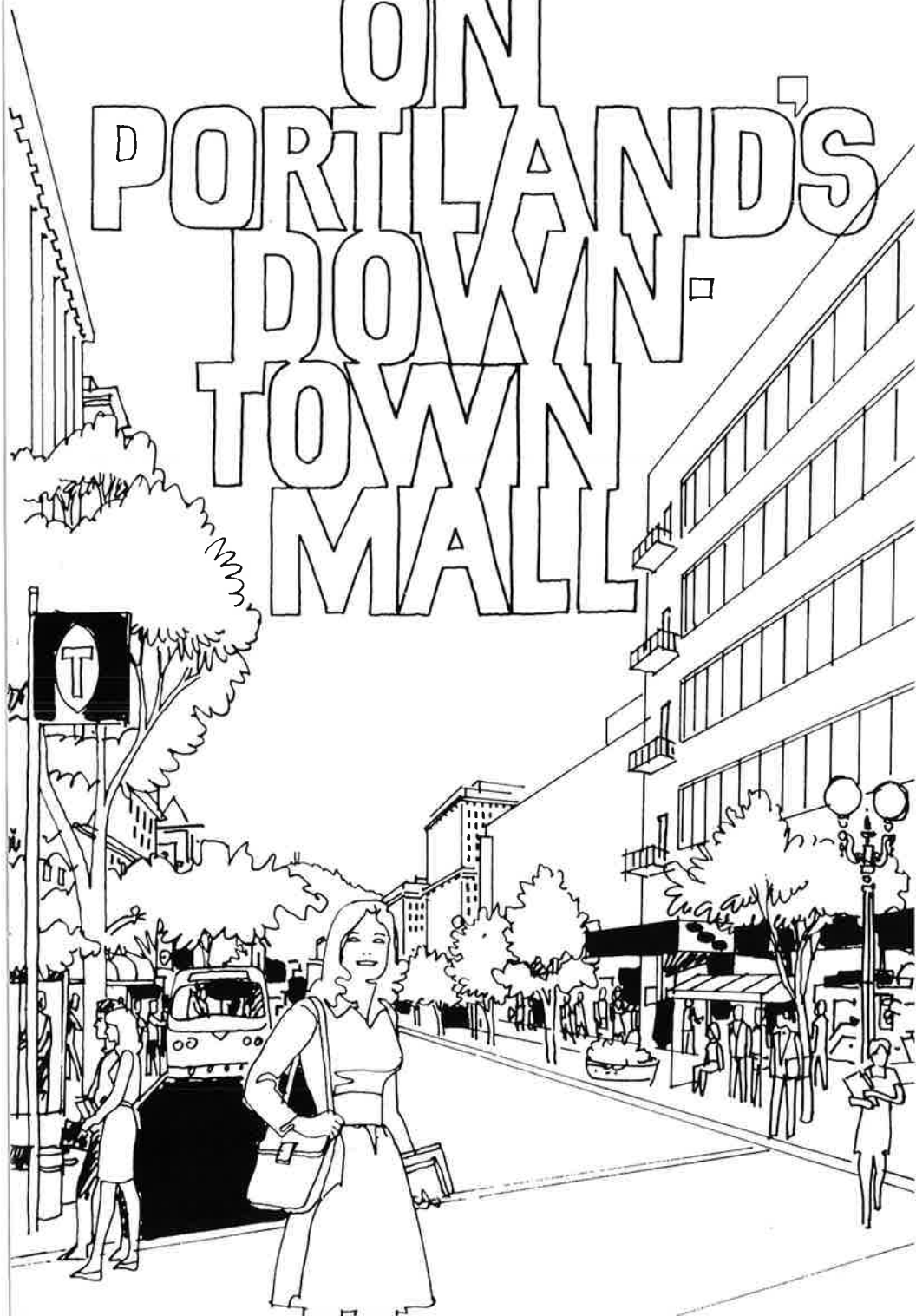




ON PORTLAND'S DOWN- TOWN MALL

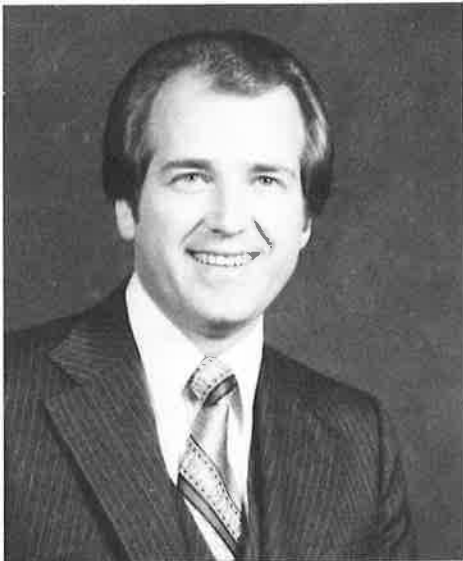


The Business of America is Business.

Our Business is Getting You Ready for It!



Don H. Grulke, Founder



Donald H. Waldbauer, President

As we observe our Silver Anniversary, we look back with pride at the many thousands of men and women who have attended Western Business College and have gone on to be successful in all fields of business. Since the College's founding our trademark has been *Academic excellence with personal care.*

The essentials for secure living today require quality career preparation. *Today decides tomorrow.* In the life of each Western Business College graduate, successful training and employment can lead directly to self-development, security and happiness.

Look through this catalog carefully to examine the specialized courses to train you for accounting, data processing, secretarial and travel-tourism careers.

Our pledge is to strive for excellence in skill training and to continue to match the talents of our graduates with the many and varied opportunities of the business world.

We look forward to helping you.

Donald H. Waldbauer, President

Calendar / 1979

Winter Quarter

January 2	Tuesday	New Students May Begin
February 9	Friday	Graduation
February 12	Monday	New Students May Begin
		Mid-Quarter
February 19	Monday	Holiday (Washington's Birthday)
March 23	Friday	Winter Quarter Ends—Graduation

Spring Quarter

March 26	Monday	New Students May Begin
April 13	Friday	Holiday (Good Friday)
May 4	Friday	Graduation
May 7	Monday	New Students May Begin
		Mid-Quarter
May 28	Monday	Holiday (Memorial Day)
June 15	Friday	Spring Quarter Ends—Graduation

Summer Quarter

June 18	Monday	New Students May Begin
July 4	Wednesday	Holiday (Independence Day)
July 27	Friday	Graduation
July 30 – Aug. 10		Summer Vacation
August 13	Monday	New Students May Begin
		Mid-Quarter
September 3	Monday	Holiday (Labor Day)
September 21	Friday	Summer Quarter Ends—Graduation

Fall Quarter

September 24	Monday	New Students May Begin
November 2	Friday	Graduation
November 5	Monday	New Students May Begin
		Mid-Quarter
November 12	Monday	Holiday (Veteran's Day)
November 22-23	Thur-Fri	Holiday (Thanksgiving)
December 14	Friday	Fall Quarter Ends—Graduation
December 17 – January 1		Christmas Vacation



Winter Quarter

January 2	Wednesday	New Students May Begin
February 15	Friday	Graduation
February 18	Monday	Holiday (Washington's Birthday)
February 19	Tuesday	New Students May Begin
		Mid-Quarter
March 28	Friday	Winter Quarter Ends--Graduation

Spring Quarter

March 31	Monday	New Students May Begin
April 4	Friday	Holiday (Good Friday)
May 9	Friday	Graduation
May 12	Monday	New Students May Begin
		Mid-Quarter
May 26	Monday	Holiday (Memorial Day)
June 20	Friday	Spring Quarter Ends--Graduation

Summer Quarter

June 23	Monday	New Students May Begin
July 4	Friday	Holiday (Independence Day)
July		WBC Silver Anniversary
August 1	Friday	Graduation
August 4-15		Summer Vacation
August 18	Monday	New Students May Begin
		Mid-Quarter
September 1	Monday	Holiday (Labor Day)
September 26	Friday	Summer Quarter Ends--Graduation

Fall Quarter

September 29	Monday	New Students May Begin
November 7	Friday	Graduation
November 10	Monday	New Students May Begin
		Mid-Quarter
November 11	Tuesday	Holiday (Veteran's Day)
November 27-28	Thursday-Friday	Holiday (Thanksgiving)
December 19	Friday	Fall Quarter Ends--Graduation
December 22-January 2		Christmas Vacation



ACCREDITATION

Western Business College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized accrediting agency by the United States Office of Education. The Accrediting Commission is the only nationally recognized agency that provides this service for our field of specialized business education. It is thoroughly professional in concept, structure, and operation, and works in close cooperation with other professional accrediting bodies.

APPROVALS

Approved for the training of veterans

Approved by the United States Department of Justice – Immigration and Naturalization Division for Training of Foreign Students

Recognized as an eligible institution by the United States Department of Health, Education and Welfare for Federal Assistance Programs (HEW)

Recognized for training by:

Manpower Instructional Services (CETA)

United States Bureau of Indian Affairs

Oregon State Department of Vocational Rehabilitation

Washington State Department of Vocational Rehabilitation

Oregon State Employment Service (WIN)

AFFILIATIONS AND MEMBERSHIPS

Association of Independent Colleges and Schools

Oregon Business Education Association

Western Business Education Association

National Business Education Association

Oregon Private School Association

Data Processing Management Association

International Word Processing Association

American Society for Personnel Administration

Portland Chamber of Commerce

Better Business Bureau

Portland Kiwanis Club

Royal Rosarians

Portland Rose Festival Association

Pacific Northwest Personnel

Management Association

FACILITIES

To give our students an excellent education for the purpose of starting them on their business careers, we offer a five-story school building, especially remodeled for our purposes and with the most up-to-date equipment.

We are in the heart of downtown Portland at S.W. Sixth Avenue and Washington Street . . . on the new Transit Mall. The School has the most modern lighting, controlled heating and air-conditioning for student and staff comfort. In addition to 20 modern classrooms and labs, there is a library, a student center, six advisors' offices, administrative offices, an aptitude test room, a staff lounge, five rest rooms, a book store, and general reception and waiting areas.

Four of the rooms contain typewriters—130 all electric. The College has a modern radio-equipped, six-channel shorthand dictation laboratory, modern office machines, dictating equipment, a professional development and travel-tourism lab, and a large computer lab containing an IBM 360-30 computer with disk drives, tape drives, key punches, reproducer and card sorter.

OBJECTIVES

The main purpose of Western Business College is to provide individuals with specialized post-secondary business education and training which will assist them in securing well-paying positions with future opportunities. In addition to this, our aim is to develop in our students good character, an understanding of responsibility, and leadership capabilities.

Specifically, our objectives are as follows:

1. To teach subjects of practical business value only, by eliminating theoretical and non-essential subjects required in the four-year programs, thus enabling our graduates to begin earning incomes some three years sooner.
2. To prepare men and women for better opportunities in business, and to develop in them a sense of responsibility and loyalty to their employers.
3. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon State Department of Education, the Association of Independent Colleges and Schools, and of the various college associations of which we are a member.
4. To help our graduates become socially competent members of their communities to a degree that each can appreciate and handle the many human relations problems that will be encountered.

LOCAL OWNERSHIP – HISTORY

Western Business College was founded in Portland in 1955 by a group of Portland people interested in establishing a new, modern business college. The School is owned by the original corporation and is not a part of any other school or group.

During the years since 1955 the College has moved three times . . . each time into a larger and more modern facility, reflecting the successful growth of the College. When the College moved into its present facility in 1974, it changed its name from Western Business University to Western Business College, to more accurately reflect the College's program. This is our Silver Anniversary Catalog.

LEGAL CONTROL

Western Business College is incorporated and operates under the corporation laws of Oregon and the regulations of the Oregon Department of Education. Mr. Donald H. Waldbauer is the Corporation President.

MANAGEMENT

Western Business College is managed by a team of the following persons:

Donald H. Waldbauer, President

L.O. Gillette, Vice President, Managing Director

Marilyn J. Moffitt, Student Financial Aid Officer

Don H. Grulke & Carol L. Grulke, Founders & Management Advisors

PHILOSOPHY

The "business field" is a broad term which includes 87 out of every 100 working people in the United States. It includes people in many colorful, varied occupations . . . at any point of the pay scale . . . with differing degrees of responsibility.

But the term carries its own special meaning for young men and women who are training for business careers. They realize that the higher plateaus of business are reached through training . . . developing their ability into a valuable skill. It will be the trained people who get the jobs today, and through enthusiasm and work, will build their future in business.

There is only one type of educational institution in the country which specializes exclusively in training people for a career in business . . . that school is a specially-equipped, privately-financed business college. Such a school is Western Business College, concentrating on business courses relating to the world of business and data processing, and eliminating other non-related, time-consuming subjects. By following a curriculum that deals exclusively in business courses and skills, the students at Western Business College reduce their training time and total cost greatly.

Our school can be as important to you, the student, as your ambition for a successful business career.

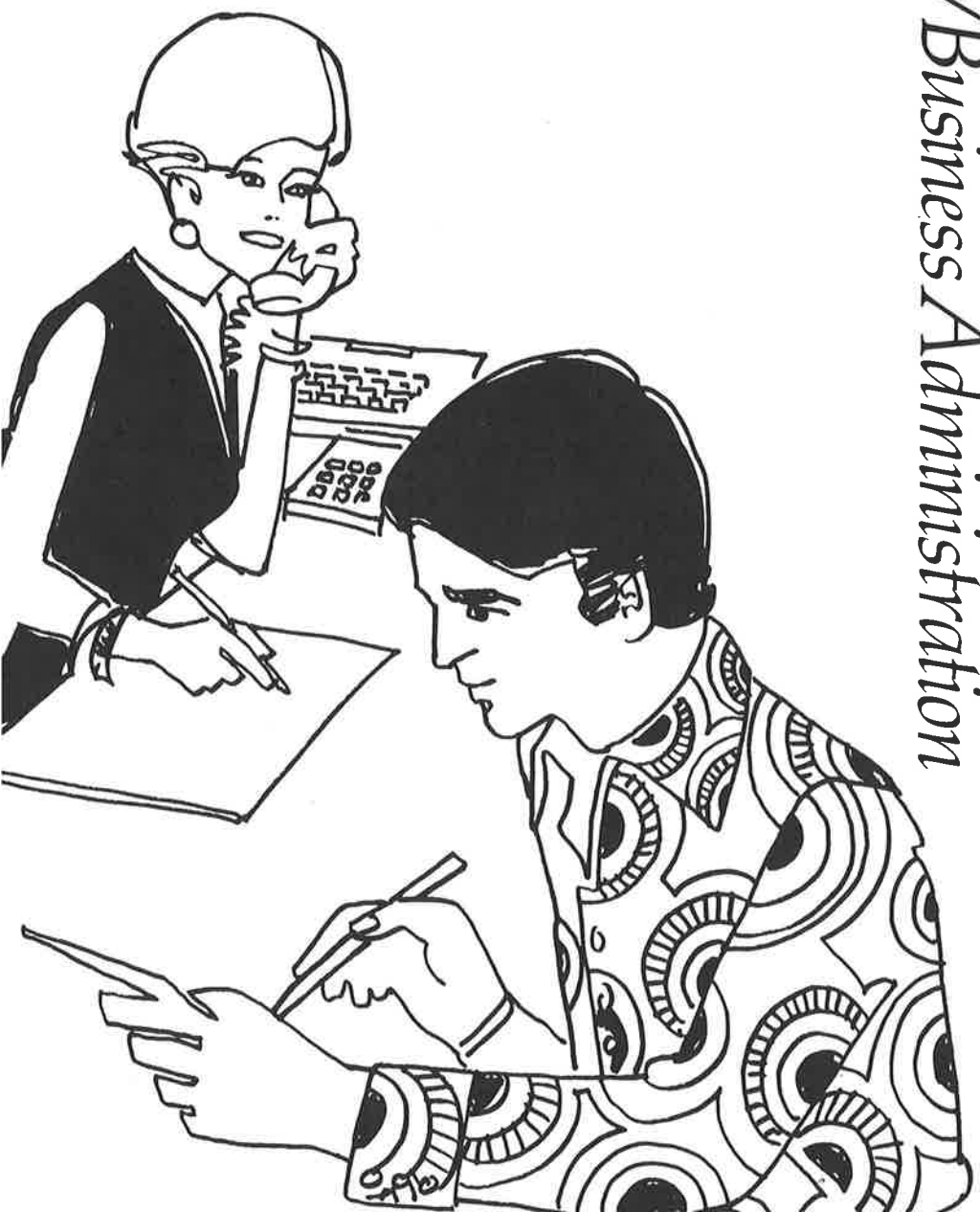
"To send young men and women into today's society armed only with Aristotle, Freud and Hemingway is like sending a lamb into a lion's den. It is to delude them as well as ourselves. But if we give them a useful skill, we give them not only the means to earn a good living, but also the opportunity to do something constructive for society."

Terrel H. Bell
U.S. Commissioner of Education



**WESTERN
BUSINESS
COLLEGE**
Five floors
of modern,
air-conditioned
classrooms.

Accounting/Business Administration





BOOKKEEPING / AC-1

This course is for the student who desires thorough training in the basic fundamentals of bookkeeping. It is highly recommended for young men and women who wish to get a good start in a bookkeeping department in business or be able to take care of the books and general office procedures in their own business.

COURSE OUTLINE

Time: 1080 Clock Hours —
36-42 Weeks

Diploma Course — 31 Credits required for graduation.

	Subjects	Credits
AC-101	Introduction to Accounting	4
AC-102	College Accounting II.	4
AC-103	College Accounting III	4
BA-101	Business Law	2
BA-105	Professional Development	1
DP-101	Data Processing Office Procedures	1
OP-101	Office Procedures I	2
TW-101	Typewriting I	2
TW-102	Typewriting II	2
SS-101	Records Management	1
MA-101	Business Math I.	1
MA-102	Business Math II	1
OM-101	Office Machines I	1
OM-102	Office Machines II.	1
CM-101	Communications — Business English	2
CM-102	Communications — Spelling/Vocabulary Building	1
CM-104	Communications — Reading and Study Skills	1

ACCOUNTING / AC-6

This course is designed for those who want a thorough knowledge of the fundamental principles of accounting, business methods and procedures. It prepares for practical work in bookkeeping and accounting, or employment in financial, credit, or production departments of business. It may also serve as good basic training for persons who plan to manage businesses of their own or assume responsibilities in accounting departments.

COURSE OUTLINE

Time: 1440 Clock Hours –
 Approximately 54 Weeks.
 Diploma Course – 42 Credits required for graduation.

Subjects

Credits

AC-101	Introduction to Accounting	4
AC-102	College Accounting II.	4
AC-103	College Accounting III	4
AC-105	College Accounting V.	4
AC-106	College Accounting VI, Part 1	4
AC-107	College Accounting VI, Part 2	2
BA-101	Business Law	2
BA-102	Business Management.	1
BA-103	Economics	1
BA-104	Personnel Management	1
BA-105	Professional Development	1
MA-101	Business Math I.	1
MA-102	Business Math II	1
OM-101	Office Machines I	1
OM-102	Office Machines II	1
TW-101	Typewriting I	2
TW-102	Typewriting II	2
OP-101	Office Procedures I	2
DP-101	Data Processing Office Procedures	1
CM-101	Communications – Business English	2
CM-104	Reading and Study Skills	1

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BUSINESS ADMINISTRATION / AC-7

Many young men and women get their start in business and move up as assistants to top executives. In order to prepare themselves to do this, they must train in those skills which will open the way to such a position and must learn the basic subjects which will make them knowledgeable in the areas where they can understand business and be a part of it. This course is designed to give students the training and actual practice so they may do just that. Business needs many young executive trainees.

COURSE OUTLINE

Time: 1080 Clock Hours – 36-42 Weeks.
 Diploma Course – 34 Credits required for graduation.



	Subjects	Credits
BA-101	Business Law	2
BA-102	Business Management	1
BA-103	Economics	1
BA-104	Personnel Management	1
BA-105	Professional Development	1
OP-101	Office Procedures I	2
DP-101	Data Processing Office Procedures	1
AC-101	Introduction to Accounting	4
AC-102	College Accounting II	4
AC-103	College Accounting III	4
MA-101	Business Math I	1
MA-102	Business Math II	1
OM-101	Office Machines I	1
OM-102	Office Machines II	1
TW-101	Typewriting I	2
TW-102	Typewriting II	2
CM-101	Communications – Business English	2
CM-102	Communications – Spelling/Vocabulary Building	1
CM-104	Reading and Study Skills	1
SS-101	Records Management	1

Available at WBC

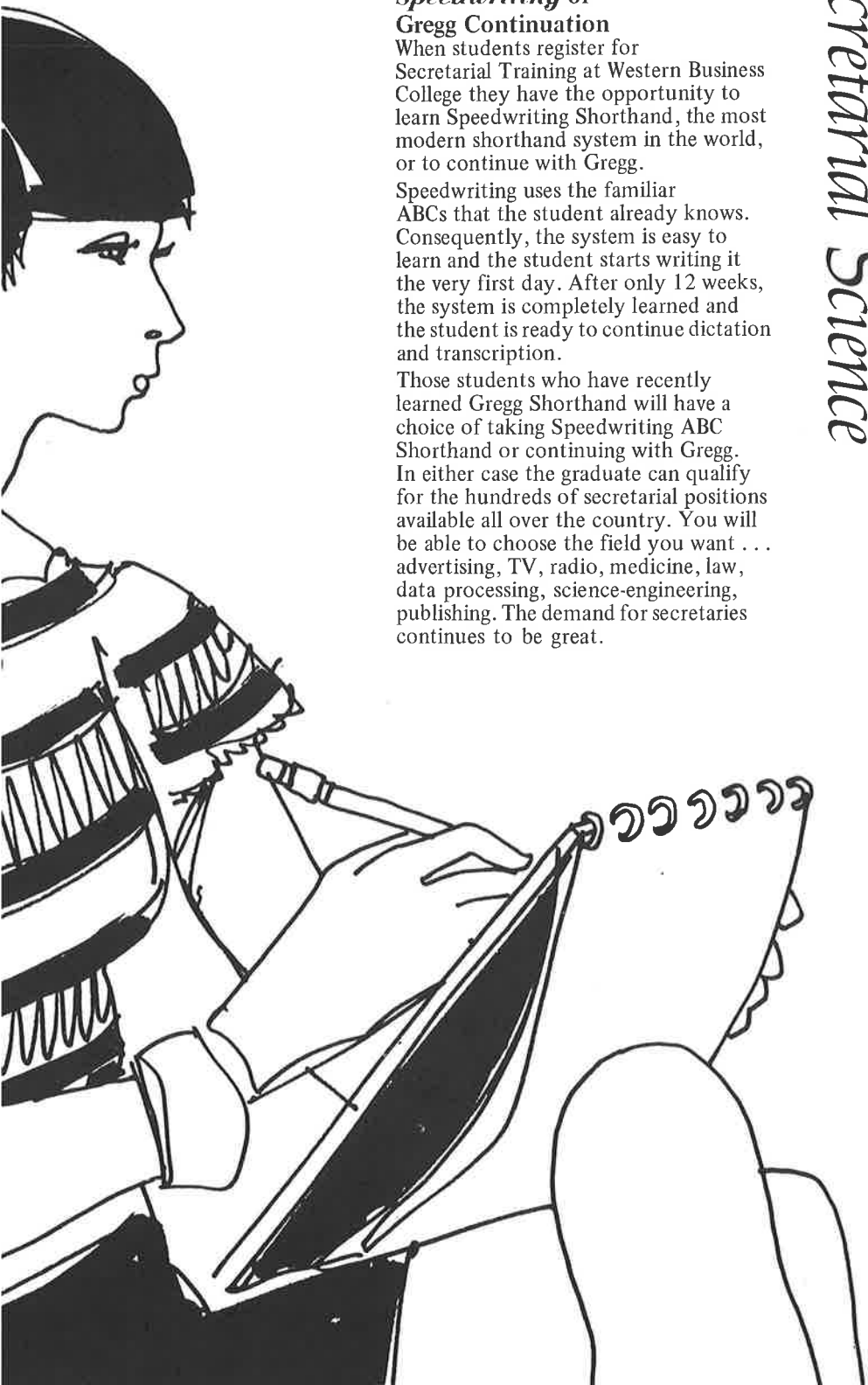
Speedwriting or Gregg Continuation

When students register for Secretarial Training at Western Business College they have the opportunity to learn Speedwriting Shorthand, the most modern shorthand system in the world, or to continue with Gregg.

Speedwriting uses the familiar ABCs that the student already knows. Consequently, the system is easy to learn and the student starts writing it the very first day. After only 12 weeks, the system is completely learned and the student is ready to continue dictation and transcription.

Those students who have recently learned Gregg Shorthand will have a choice of taking Speedwriting ABC Shorthand or continuing with Gregg. In either case the graduate can qualify for the hundreds of secretarial positions available all over the country. You will be able to choose the field you want . . . advertising, TV, radio, medicine, law, data processing, science-engineering, publishing. The demand for secretaries continues to be great.

Secretarial Science



RECEPTIONIST/GENERAL OFFICE / ST-1

This is a practical course for the student who wishes to train for general office work or to become a receptionist or Clerk-Typist. It is recommended for those who like dealing with people or

wish to be qualified to perform a variety of office duties.

COURSE OUTLINE

Time: 900 Clock Hours –
 Approximately 30-36 Weeks.
 Diploma Course – 24 Credits required for graduation.

	Subjects	Credits
TW-101	Typewriting I	2
TW-102	Typewriting II	2
TW-103	Typewriting III	2
CM-101	Communications – Business English	2
CM-102	Communications – Spelling/Vocabulary Building	1
SS-101	Records Management	1
SS-102	Machine Transcription	1
AC-101	Introduction to Accounting	4
MA-101	Business Math I	1
OM-101	Office Machines I	1
OP-101	Office Procedures I	2
OP-102	Office Procedures II	2
DP-101	Data Processing Office Procedures	1
BA-105	Professional Development	1
CM-104	Reading and Study Skills	1
		24



GRADING AND REPORTS

The scholastic progress of the student is reported at the end of each half-quarter (6 weeks). The College uses the following grading system:

Grade	Meaning	GPA
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	0.0
I	Incomplete	0.0
WP	Withdrew Passing	0.0
WF	Withdrew Failing	0.0

REPEATING SUBJECTS

If students complete a subject but receive a grade other than a passing grade, they are allowed to repeat the subject one time without additional charge. Students desiring to repeat a subject more than once will be charged the per-credit fee as listed on the current price sheet. Students desiring to repeat subjects to improve a passing grade, or those who wish to re-enter the subject after dropping out after the first two weeks, will be charged for the subject.

PROGRAM CHANGE POLICY

Program changes which result in a reduction of school enrollment period or cost may be made only during the first 6 weeks in which the student was originally enrolled.

GOOD STANDING/SATISFACTORY PROGRESS

Students are required to maintain "satisfactory progress" during their program of instruction. "Satisfactory progress" criteria are: 1. Satisfactory attendance (see Attendance Section of Catalog); 2. Must maintain a scholastic average of "C" (2.0 G.P.A.) or better; 3. Satisfactory conduct and employability traits, (good work habits, attitudes and actions not disruptive to school and other students progress); 4. Satisfactory skill development, sufficient to result in employability.

Students failing to meet the above criteria in any one-half quarter (6 weeks) period are subject to probation during the next six (6) weeks. Students failing to show progress or meet above criteria during probation period will be evaluated by school for temporary leave or discontinuance from school.

ATTENDANCE

Attendance is mandatory. Regular attendance is an essential ingredient for success. In many cases, good attendance may offset an otherwise average grade record. Poor attendance is almost a guarantee that you will have difficulty obtaining employment.

Unless teachers agree that a make-up of the work is possible, a student having more than five unexcused absences in a six-week period will be dropped from class or from school except under extenuating circumstances accepted by the college. A student must make up all work missed because of absence. It is recommended that the student consult with the instructors prior to the absence, if possible. A student dropped from a class may have the opportunity of being rescheduled into the next available class at the discretion of the instructor and administrator. All absences become part of the student's record and three tardies constitute one absence for the record.

STUDENT CONDUCT

Because attendance at Western Business College is a privilege, the college reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set by the college.

The college does not allow the use of alcoholic beverages or illegal drugs in the college building, on college property, or at college-sponsored functions. A student who is in possession of or under the influence of alcoholic beverages or illegal drugs is subject to immediate dismissal from the college.

GRADUATION REQUIREMENTS – PROGRESS

Candidates for a diploma must satisfactorily complete their courses, earning the credits listed.

To be eligible for graduation, students must have completed each of their classes with a passing grade and must have maintained at least an overall “C” average. Those graduating with a GPA of 3.5 or better will have “WITH HONORS” affixed to their diplomas.

All obligations to the college must be completed before a diploma will be issued. Students not achieving graduation requirements will be given a certificate listing those subjects completed.

RESPONSIBILITY FOR PERSONAL PROPERTY

The college assumes no responsibility for loss of or damage to personal property through fire, theft or other causes.

CATALOG CHANGES – REVISIONS

Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The College, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes, and to modify tuition rates.

Students who are currently attending the College will be protected, in all cases, against any hardship which might arise as a result of any changes.

REFRESHER COURSES

Diploma graduates of our College may take refresher courses without charge. The refresher must be in the same area of study and on the same type of equipment as when the original course was taken and not exceed original level of proficiency.

CONSULTATION AND FACULTY ASSISTANCE

Each member of our faculty is interested in you as an individual. He or she wants you to succeed, and with your cooperation, will help you do so. Daily consultation periods are scheduled by the teaching staff and several persons in the College office work in “Student Services.” New students will be informed of these aids and services on orientation day.

HOUSING

Good living accommodations for out-of-town students are available and every assistance will be given students in securing satisfactory housing. Besides board and room facilities, it is possible for a student to earn room and board in a private home by performing minor household duties. Ask for our Housing Director.

PLACEMENT SERVICE

One of the outstanding features of the College is the efficient lifetime placement service which is available without extra cost to all graduates of diploma courses. Also, there is no charge to employers. Although the securing of positions cannot be guaranteed, every avenue is pursued to assist in obtaining desirable employment. Helpful counseling and instruction will have been given to every student in “Professional Development” which is part of every student’s course.

Western Business College enjoys an enviable reputation among employers. Positions are offered in all types of business and professional offices, affording a variety of opportunities. For well-trained business graduates, the demand always exceeds the supply. A first position is very important, and great care is taken to match a student’s talents and interests with a job in which he can succeed. It is required that the student contact the Placement Director well before graduation. However, as full cooperation from the graduate is required, the Placement Director has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

If the graduate wishes to make a job change at a later date, our placement service is always available. Graduates may also use the placement services of business colleges in principle cities nation-wide; through our Placement Department, contacts may be made with any of the some 500 schools who are members of the Association of Independent Colleges and Schools.

We also assist in every way possible to find part-time jobs for our students who need them. It is advisable, however, that most students refrain from seeking part-time jobs, at least during the first six weeks of their courses.

SCHOOL HOURS

The school building is open from 7 am to 6 pm Monday through Thursday; to 5 pm on Friday. Classes in Accounting, Travel-Tourism and Secretarial Science are held from 8:30 am to 2:40 pm. Class hours for Data Processing students vary with specific time periods assigned to each class. The College office is open from 8 am to 5 pm Monday through Friday.

FOREIGN STUDENTS

Western Business College is authorized by the United States Department of Immigration to accept foreign students who have a satisfactory command of the English language. When the College receives the Application for Admission form and the \$50 Registration Fee, the I-20 Form will be sent.

STUDENT ACTIVITIES — PBL

Western Business College encourages participation by its students in various school activities to develop leadership qualities and poise and to help the student in making new friendships. Committees are formed regularly to spearhead picnics, trips, sports activities and other various programs.

PHI BETA LAMBDA.

This nationally-known organization is the college-level counterpart of Future Business Leaders of America. It is a business club open to all students at Western Business College. Members learn the value of competition on local, regional, and national levels through competitive events that develop occupational skills as well as character and leadership abilities. Also, through chapter projects and guest speakers the members gain a greater insight into the business community and business leaders within that community.



WBC's Phi Beta Lambda state competition winners.

WITHDRAWAL FROM SCHOOL — INTERRUPTION

A student who wishes to withdraw either from a class or from all work during a quarter must do so officially through the business office. Failure to withdraw properly may result in the assignment of failing grades which become part of the student's permanent record.

In all cases of completion, termination, or leaves of absence, students are required to complete a withdrawal report. Those who have Federal Loans must participate in an exit interview with the College business office. Failure to complete an exit interview may give the lender just cause to accelerate payments.

(continue next page)

Leaves are not encouraged unless absolutely necessary. A leave may extend the length of a student's course by as much as three months. A leave may place you out of cycle with your group and create complications in scheduling required classes when they are needed. Re-entrance may create an additional charge for books. Any leave of absence in excess of six weeks could be reason to cancel a student's financial aid.

FINANCES TUITION & FEES

Course prices are not listed in the catalog but are on a separate sheet, enclosed. There is no additional charge to out-of-state students.

BOOKS AND SUPPLIES

Because cost of books and supplies is an important factor in the student's planning, the College lists a Book Fee for each course on its tuition price sheet inserted in this catalog. The Book Fee covers book locker and all books and lab supplies normally used in the course. It does not cover incidentals such as typing paper, pencils, pens and steno pads which students may purchase at the College Bookstore as needed.

FINANCIAL ASSISTANCE PROGRAMS

CONVENTIONAL BANK LOAN. If there is a need to borrow funds in order to attend school, the student and family should first look to their own bank or credit union for a loan. If the student does not have such a contact, Western Business College has arranged with its own bank for student and family loan interviews for the convenience of our students. If such a loan is granted, it will be made directly - all negotiations will be between the bank and the student or family. Western Business College does not make and transfer loans to banks.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG). The "Application for Determination of Basic Grant Eligibility" form may be obtained from the College, high school counselors, or public libraries, and is submitted to an agency of the Federal Government in accordance with the application instructions. The eligibility is then determined and notification sent directly to the student who then forwards such notification to the College where the actual Basic Educational Opportunity Grant Award is calculated.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG).

This program is available to those students with exceptional financial need and who would be unable to attend college without assistance. The Supplemental Educational Opportunity Grant may not exceed, for each of the student's undergraduate years, the lesser of \$1,500 or one-half the total amount of financial aid provided to the student.

NATIONAL DIRECT STUDENT LOAN (NDSL). This program makes it possible for many students to borrow up to \$1,500 per academic year. The College Financial Aid Officer is responsible for determining which students are eligible and the amount of the loan. Repayment begins nine months after the student ceases at least half-time study and may extend over a ten-year period. Small interest charges begin at the start of the repayment period.

SCHOLARSHIPS. Many students attend Western Business College under the auspices of a scholarship program. To aid worthy students in obtaining their business education under such programs, Western will match any scholarship sponsored by a local or civic or social organization (such as a lodge, union, service club or permanent association) up to \$100. This will make a scholarship worth up to \$100 more when the student completes a course of training at Western Business College.

The College also offers annually, two \$1,000 scholarships in honor of the late Dennis Patch, longtime worker with private vocational schools. One scholarship is in the area of secretarial science or accounting. The other is in the area of data processing. For further information write to or contact your high school counselor, or an Admissions Officer at Western Business College.

VETERANS EDUCATION AND TRAINING (GI BILL). Western Business College approved for the Training of Veterans. A veteran is entitled to one and one-half months of training for each month of service to a maximum of 36 months training. These benefits must be used within 10 years of discharge. Children of veterans with a 100% service-connected disability or orphans of veterans may also have similar benefits.

Those needing more information regarding educational assistance should contact the Veteran's Counselor at our College or the Veteran's Administration.

STATE GUARANTEED LOAN PROGRAM. A student attending Western Business College is eligible for a student loan from a participating Oregon bank in cooperation with the Oregon State Scholarship Commission. A student may borrow from \$666 to \$500 per academic year under this program. Repayment of the loan begins nine months after the student ceases to carry at least a half-time course of study. A student may obtain application blanks and further information from the College Financial Aid Officer.

REFUND FUNDS

The refund schedule covers all of the courses offered by Western Business College and is applicable both to the student and the school. Upon withdrawal, the student is obligated to meet tuition costs for services rendered within the limits provided in the text of the policy. The school is obligated, upon student withdrawal, to meet refund payments for services not received by the student as provided in the text of the policy. We are required by Oregon Law 345.115 to use and print below the policy established by the State Superintendent of Public Instruction. We wish to point out that our enrollment fee is only \$50 rather than \$100 as referred to in the State's policy.

1. If a student is not accepted, all monies paid by an applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to the school.
3. If termination occurs within three (3) business days of enrollment, all monies paid shall be refunded.
4. In the event that a student shall terminate his attendance prior to his scheduled completion date, the student shall in no case be obligated for more tuition payments than listed below. The policy shall apply to all terminations, for any reason, by either party.

A student termination will be considered to have occurred not later than two school weeks after the last day of attendance unless earlier written notification is received by the school. In all cases the refund will be calculated from the last day of attendance.

5. If termination occurs more than three (3) business days after enrollment, the student is financially obligated to the school according to the following schedule:

Programs of 120 hours or more duration:

Portion of Course Completed	Tuition Charge
One week or less	Registration fee (15% of tuition or \$100, whichever is less)
More than one week but less than 25%	Registration fee plus 25% of tuition
Over 25% but less than 50%	Registration fee plus 50% of tuition
Over 50%	The full tuition

Programs of less than 120 hours duration:

Portion of Course Completed	Tuition Charge
0% (i.e., termination after 3 business days, but before classes begin)	Registration fee (15% of tuition or \$100, whichever is less)
Less than 25%	Registration fee plus 25% of tuition
Over 25% but not more than 50%	Registration fee plus 50% of tuition
Over 50%	The full tuition

Percentage of course completion is to be computed on the basis of clock hours as listed in the catalog. Units of credit earned is not the criteria in implementing this policy; rather, the amount of time attended. Any unused portion of the Book Fee will be refunded.



505 S.W. Sixth Avenue
Portland, Oregon 97204
503/222-3225