



**ALBANY**  
Technical College

### Economic Development Programs Registration Form

1704 S. Slappey Blvd.  
Albany, GA 31701

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of School: ALBANY TECHNICAL COLLEGE

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DATE OF BIRTH	SEX CODE	RACE CODE	
Last Grade Level Completed	SEX CODES 1. MALE 2. FEMALE	RACE CODES 1. AMER INDIAN 2. ASIAN 3. BLACK	4 HISPANIC 5. WHITE

COURSE NAME	COURSE DATE/Time	COURSE LOCATION	FEE
Driver's Education One-On-One – Training	TBD	ATC	<b>\$300.00</b> \$25 w/pick up & return

All Albany Technology Center courses are self-supporting. Therefore, all refunds **MUST BE REQUESTED A MINIMUM OF FIVE (5) WORKING DAYS BEFORE A COURSE BEGINS.** If the Director cancels a class, the entire registration fee will be refunded.

**There WILL BE NO REFUNDS ISSUED AFTER A COURSE BEGINS.** Unless otherwise approved by Vice-President of Economic Development. At that time, there will be **15% surcharge for any fee refund request or duplicate certificate request. Credit card refunds will be issued against the card of original purchase. If a refund is requested and a check is to be issued from Albany Tech, a valid social security number will be requested**

Method of Payment:  Check       Cash       Invoice (letter of request or purchase order number required)  
Charge My:  MasterCard       VISA (credit card payments, please call for administrator's assistance)

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
(For invoice and credit card payments)

Minimum Class size Policy: We always strive to conduct all scheduled workshops. However, there may be times when registration numbers will require us to reschedule. We apologize for any inconvenience this may cause.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

CALL – 229-430-3563 or EMAIL – [EDP@albanytech.edu](mailto:EDP@albanytech.edu)



## **One-On-One Driver's Education Policy Refund /No Show/ Cancellation**

### **Refunds**

Refunds for One-On-One Driver's Training at Albany Technical College will only be approved if the request is made **three (3) working days** before the first driving session begins. No refunds will be issued for requests made after 3 working days or for no-shows.

If a refund is approved, credit card refunds will be issued against the card of original purchase. Refunds for cash or check require that the enrollee provide a social security number. Refunds for cash or check may take up to 30 days.

### **Cancellations / No Shows**

Students who find they cannot attend a session they have scheduled with an instructor, must notify the instructor at least **2 hours prior to the scheduled session**. If the student does not notify the instructor about a cancellation or if the student is a no-show, the student will **forfeit 1 hour of session time** and will not be refunded for it. It is the student's responsibility to communicate with the instructor about sessions, and to make every effort possible to keep appointments for their driving sessions.

I have read and understand the policies above.

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Signature

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Date



## One-On-One Driver's Education

### COVID-19 PARTICIPATION WAIVER

I, \_\_\_\_\_, understand that my participation in  
Student  
the offered training is voluntary. I am freely and voluntarily choosing to enroll in this training being fully aware of the potential risk related to transmission of the COVID-19 virus. I have had all of my questions addressed and am waiving any claim I might have, now or in the future, related to any injury or illness the student could potentially sustain due to taking this course. Furthermore, I am giving my express permission for the student to be medically examined prior to commencing participation in the course.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date