



## **DRIVER'S EDUCATION REGISTRATIONS**

### **Course Payment Policy:**

If applied for and awarded, this course will be offered free of charge due to a scholarship grant from the Governor's Office of Highway Safety. If the scholarship is not awarded, to guarantee a seat in a driver's education course, credit card information is required to enroll. Your credit card WILL be charged \$400 and your child will need to meet the following course requirements:

1. Students must attend all classes for the entire duration.
2. Students must have a permit prior to taking the class.
3. Students are required to have behind-the-wheel training.
4. Students are required to pass the final written exam with a grade of at least 70 as well as complete the six hour behind the wheel session with a status of PASS.

### **Cancellation Policy:**

Albany Technical College reserves the right to cancel any class due to low enrollment. In the event a class is canceled, the students will be notified and will have the option to transfer to another class time. Students who are unable to attend the class for which they are registered are encouraged to transfer to another class. Transfer requests and cancellations submitted at least 7 days prior to the start of a class. Cancellations made after the deadline could result in a \$25 cancellation charge.

### **IMPORTANT NOTICE:**

Teens will receive a driving schedule on the first day of class and must have their learner's permit on them for the six-hour driving portion of the class.

\*NOTE: Refunds issued only due to campus closure (i.e., inclement weather/ emergency) or insufficient enrollment.

Courses are carefully monitored to ensure sufficient enrollment. Students will be notified at least 48 hours prior to the start of class should cancellation be necessary. Please check your emails frequently for important updates and communications from our office!



## **Driver's Education Registration Procedures**

Below is a checklist to use as you prepare to send your packet back to the College. Make sure you have included every signed document to be returned, plus a copy of your child's learner's permit. If anything is omitted, you will be contacted.

### **Please make sure you have completed the following items:**

- DRIVER'S TRAINING STUDENT CONTRACT FORM (page 3)
- STUDENT RELEASE FORM (page 4)
- MEDICAL CERTIFICATION FROM PARENT/GUARDIAN ON BEHALF OF STUDENT (page 5)
- CONSENT BY PARENT OR LEGAL GUARDIAN FOR RELEASE OF DRIVING INFORMATION AND WAIVER (page 6)
- Student Code of Conduct (pages 7-9)
- NO SHOW/CANCELLATION POLICY (page 10)
- SCHOLARSHIP AWARD EMAIL (If paying out of pocket, does not apply, payment will be made via phone)
- Copy of Learner's Permit.**

Thank you, and if we can be of further assistance, please do not hesitate to contact us.





Session Dates \_\_\_\_\_

Session Location: \_\_\_\_\_

Self-Pay: \_\_\_\_\_

**DRIVER'S EDUCATION CLASS**

**STUDENT RELEASE FORM**

I, (please print name) \_\_\_\_\_, as a student understand that I am responsible for my actions when driving in a Albany Technical College vehicle. I will not hold Albany Technical College responsible for any driving discrepancies that may occur after completing Driver's Education.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature of Student Date



**MEDICAL CERTIFICATION FROM PARENT/GUARDIAN ON BEHALF OF STUDENT**

I previously executed the waiver related to course participation.

I certify that my student has not had a fever or any other symptoms of COVID-19 in the last 14 days.

I further certify that my student has not visited a doctor related to symptoms of COVID-19 in the last 14 days.

I further certify that my student has not been tested for COVID-19 in the last 14 days.

I further certify that my student has not had contact with any person who tested positive for COVID-19 in the last 14 days.

I further certify that my student has not had contact with any person who has been tested for COVID-19 and is awaiting the result of that test in the last 14 days.

I agree on behalf of my student that he/she will not come to the campus of Albany Technical College should he/she present with any symptoms during the period of training.

I agree on behalf of my student that if he/she begins to feel ill during the course, he/she will contact parent/guardian to be picked up immediately, then will promptly leave campus and seek medical attention.

This \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 2023

Print Student Name: \_\_\_\_\_

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

\_\_\_\_\_  
Parent Signature



**CONSENT BY PARENT OR LEGAL GUARDIAN FOR RELEASE OF  
DRIVING INFORMATION AND WAIVER**

I, \_\_\_\_\_, hereby voluntarily consent on behalf of, \_\_\_\_\_, a minor, to the release of all information held by the Georgia Department of Driver Services or any other federal, state or local government organization of any type, including, but not limited to, law enforcement agencies of federal, state or local government, that relates in any way to the minor's operation of a motor vehicle in the State of Georgia or elsewhere. I grant this consent in furtherance of my request for the minor's participation in driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia and this request applies to requests for information submitted by any or all of said agencies of the State of Georgia.

I understand, and hereby acknowledge, that the minor is not obligated or required to participate in the driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia and waive any and all claims and causes of action related to the minor's participation and hereby jointly release, acquit and forever discharge the State of Georgia, the Georgia Driver's Education Commission, the Governor's Office of Highway Safety, and the Technical College System of Georgia, their respective officers, members, directors, including its past, present, and future subsidiaries, divisions, agencies, instrumentalities, successors, agents, servants, representatives, employees, affiliates, partners, heirs, administrators, personal representatives, assigns, attorneys and volunteers.

I understand that the minor's participation in the driver education activities or courses could expose the minor to personal or bodily injury, including death. I understand that the risks that the minor may encounter include, but are not limited to, transportation accidents. In the event of a transportation accident, which could include bodily or personal injury, or even death, I, as the parent or legal guardian of the minor, am responsible for all costs, including but not limited to, the costs of medical care.

This consent is given freely and voluntarily by me, on behalf of the aforementioned minor, without coercion, duress, threat or promise of any kind and shall remain in effect for a period of ten (10) years after the date of signature below or until revoked in writing by the minor upon the minor reaching the age of majority. Revocation of consent must be in writing and delivered to the Georgia Driver's Education Commission at 7 Martin Luther King Jr. Drive, Atlanta, Georgia 30334.

By signing below, I certify that I am the legal guardian of the aforementioned minor, that I am 18 years of age and am otherwise fully competent to give this consent.

Dated this \_\_\_\_\_ (day) Of \_\_\_\_\_ (month) ,2023\_\_.

Signature of Parent or Legal Guardian: \_\_\_\_\_

Printed name: \_\_\_\_\_



## STUDENT CODE OF CONDUCT

In order to provide a harmonious learning environment at Albany Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures, including dismissal from a class session by the instructor and/or suspension or expulsion by the President or his designee. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as part of the official code at the time of inclusion.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college events.
2. The sale, attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on the college premises or at any college-sponsored event is prohibited.
3. The sale or attempted sale of alcohol on the college premises or at any college-sponsored event is prohibited.
4. Alcoholic beverages are not to be brought onto or used on the college premises or at other locations where authorized college activities are held.
5. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, or student body, or any official visitor to the college. Infringement of rights of others is defined to include, but is not limited to, the following:
  - a. Physical or verbal abuse inflicted on another person;
  - b. Severe emotional distress inflicted upon another person;
  - c. Theft, destruction, damage, or misuse of the private property of members of the college community or nonmembers of the college community, occurring on campus or off campus during any college approved activity; and,
  - d. Sexual harassment.
6. The theft, damage, or malicious destruction of property belonging to the college, visitors to the college, or any member of the college community is prohibited.
7. No persons shall assemble on campus for the purpose of creating a riot or any disruptive or disorderly diversion which interferes with normal educational processes and operations of the college. This rule shall not be construed so as to deny any student the right to peaceful assembly.
8. Gambling on the campus is prohibited.
9. No person shall interfere with, fail to cooperate with, or fail to make proper identification when requested to do so by properly identified administrators or staff in the performance of their duties.
10. Unauthorized entry into or use/occupation of college facilities which are locked, closed to student activities, otherwise restricted to use, or not reserved for use through the proper college authorities is prohibited.
11. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited.

12. The operation of student organizations not approved by the college administration is prohibited.

13. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.

14. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Initial violation of this policy may result in a lowered grade.

15. All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Cheating on a test is defined to include the following:

a. Copying from another student's test paper;

b. Using material during a test that is not authorized by the person giving the test;

c. Collaborating with any person during a test without permission;

d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test;

e. Bribing any other person to obtain tests or information about tests; and,

f. Substituting for another student or permitting any person to substitute for one's self.

g. "Plagiarism" is defined as the appropriation of any other person's work offered for credit.

h. "Collusion" is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

16. Students shall not bring food or drinks in any area/building other than the snack bar or other designated areas.

17. Dress Code: The following guidelines are the standards for college-wide student attire. However, individual programs may vary in the clothing regulations to better represent the career for which students are training and to meet appropriate safety requirements for the industry.

a. The length of any clothing will be no shorter than the bottom of the person's longest fingertip when arms are extended to his/her side.

b. No hats or caps should be worn in class.

c. No tank tops or very short shirts. Midriff must be clothed.

d. Ragged clothes may not be worn.

e. Clothing should meet safety requirements for the program.

f. Clothing should not cause undue distractions.

g. Clothing should reflect minimum school standards and all individual program standards.

18. Tobacco Policy: The use of tobacco products, including cigarettes, e cigarettes, cigars, pipes, or smokeless tobacco, is prohibited on all Albany Technical College campuses.



19. Students will exercise all safety precautions given by faculty regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the faculty. It is desirable that no accidents occur; however, regardless of how minor, the student shall report incidents to the teacher immediately. Teachers will make an incident report to the GPTC Public Safety Department. All students shall help maintain safe working conditions or report any unsafe practice(s) being conducted.

20. Every class is to clean up the training area at the conclusion of the session. Every teacher will have a routine for this activity and students will carry out their share of this duty with a cooperative attitude. In addition to housekeeping in the training areas, every student will practice good housekeeping throughout the buildings and grounds.

I have read the Albany Technical College Student Conduct Code and I understand that my/my child's failure to comply will result in immediate dismissal from the Driver's Education Program without a refund.

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



## CANCELATION / NO-SHOW POLICY

Student:

Students who find they cannot attend a driving session that is scheduled with an instructor, must notify the instructor/office at least **2 hours before the scheduled session**. If the student does not notify the instructor about a cancellation and is a no show, a fee must be paid before driving again. 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. By signing, you agree to adhere to the cancellation / no-show Policy stating a \$20 fee will be accessed for not following policy.

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Student's Name (PRINT)

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Student's Signature

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Date