**D C Express Transportation LLC**

**1277 Shreveport Barksdale Hwy**

**Shreveport, LA 71105**

**Phone: 1-318-230-5065**

**TRUCK DRIVER TRAINING ENROLLMENT AGREEMENT**

|  |
| --- |
| Name |
| Address |
| City State Zip |
| Telephone Date of Birth |
| Driver License Number Type of DL |
| Social Security Number |

Course Tuition

$6,500.00 (Includes all Course Materials. Additional charges could include housing costs, if applicable, not authorized by a funding agency or agreed to be covered by the school, prior to enrollment.

Course Length

160 Clock Hours, or 4 (#) training weeks. **(Minimum 144 clock hours are required to graduate)**.

**Note:** Additional time may be required for training and/or Department of Transportation‘s range skills testing, road skills testing and pre-trip inspection skills test, and/or retests.

Certificate of Completion

Upon successful completion of the training curriculum the applicant will receive a Certificate of Completion.

The first lesson will begin: Date: Time:

Classes will meet Monday through Friday from 8:00 a.m. to 4:00 p.m. for classroom training of the first week. In-truck training is in session from 8:00 a.m. to 4:00 p.m. of the 2nd, 3rd and 4th week. Department of Transportation skills’ tests will be scheduled within the 160 clock hours of training, unless otherwise deemed necessary by the school training director. Students’ progress could mandate an occasional Saturday of training at no additional cost.

This Agreement (including the material above on this page) constitutes the contract between the (“School”) and the “Student” identified above, and no verbal assurances or promises not contained herein shall bind the School or the Student. School and Student agree as follows:

**Tuition Cost:**

160 Total Clock Hours **$6,500.00**

Registration Fee **$100.00** (NON-REFUNDABLE)

TOTAL AGREED TUITION COST: **$6,500.00**

**Student will pay all tuition and housing costs, if applicable, upon the first day of enrollment, unless prior arrangements have been pre-approved by the School Director or the School President.**

**Student may be terminated from training as follows:**

1. Absences
2. Accumulated absences of more than 20% of total clock hours
3. Student will be counseled by the School Director of possible termination due to excessive absences.
4. Absenteeism will be evaluated on a case-by-case basis as to reasonable cause.
5. Failure to notify the School Director when an absence occurs.
6. Tardiness
7. Habitual tardiness (2 or more times within the four-week period) will be addressed with the Student by a School official, and verbal warning issued. Continued tardiness may result in termination.
8. Conduct
9. Failure to participate in training activities.
10. Refusal to follow directions.
11. Failure to complete course within 1 ½ times the allotted time frame (three weeks)
12. Theft
13. Theft of School property.
14. Theft of School’svendor/customer property.
15. Damage or destruction of property through neglect
16. Alcoholic beverages or illicit drugs
17. Anyone reporting for training under the influence of illegal drugs or alcoholic beverages.
18. Consumption of alcoholic beverages or illicit drugs while enrolled in training after the hours of said training.
19. Failure of a D.O.T. Drug Screen (random or reasonable suspicion)

* If terminated Student may apply for readmission in written request form but may only be reinstated with the permission of the School Director or Chief Operating Officer.
* If terminated Student granted readmission may re-enter the program after five (5) business days from the date of termination have passed.

**Note:** All enrollment procedures must be completed by 5:00 p.m. on the Friday prior to the Monday’s class start.

**The following Code of Conduct applies to Student:**

1. No smoking inside office or classrooms
2. No smoking in trucks
3. All students shall conduct themselves in a professional manner.
4. Fighting will not be tolerated on or off duty while in training.
5. Students are not to use profanity while on School property*,* and when assigned to and in a training truck.
6. Disrespectful behavior toward other students or staff will not be tolerated.
7. No consumption of alcoholic beverages during the entire term of training
8. Student may not plagiarize other students’ homework.

**Dress Code**

1. Students will not wear clothing with offensive slogans or drawings.
2. Students will not wear tank tops or short shorts.
3. Students must maintain good personal hygiene.
4. Students will not wear open toed shoes.

**Placement Assistance:** Placement assistance is provided, however, School***,*** in accordance with Federal law, cannot and does not guarantee job placement.

**Cancellation and Refund Policy**

**A full refund will be granted to Student if he or she cancels the enrollment contract within seventy-two (72) hours before midnight the third day (excluding Saturdays, Sundays or legal holidays) after the enrollment agreement is signed by the student and authorized school official, minus any consumable charges. Consumable charges shall include the cost of the Department of Transportation physical, $75.00 (Seventy-five dollars and zero cents), the cost of the Department of Transportation drug screen urinalysis, $40.00 (Forty dollars and zero cents), and specific housing costs accrued, if applicable.**

**If Student cancels after midnight the third day (excluding Saturdays, Sundays, or legal holidays), Student will be due a refund calculated at a pro-rated amount of consumed hourly tuition costs. (The proration will be determined based on the total tuition cost of $6,500.00 divided by 160 clock hours and multiplied by the amount of training hours consumed.**

**The same refund calculation is used for the ###-clock hour, 4-week full course training curriculum the ###-clock hour, 3-week full course training curriculum and the 1-week and 2-week refresher programs. The 1-day CDL Refresher will be refunded based on the hours of training time consumed at a $00.00 per hour training cost.**

**Breach of Agreement**

If Student breaches this Agreement and School brings legal action to enforce the Agreement, School shall be entitled to recover its reasonable attorneys’ fees and costs in any legal action. Exclusive venue and jurisdiction for any legal action arising under this Agreement shall be in the Circuit Court of ABC County; any other jurisdiction or venue is waived and Student consents to personal and subject matter jurisdiction in the Circuit Court of ABC County.

The undersigned Student certifies that he or she has read this contract and does agree to the terms and conditions set forth herein.

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**Signature of Student Signature of School Representative**

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