



160 Driving Academy
9545 South 20th Street
Oak Creek, Wisconsin 53154
414.828.0160
www.160drivingacademy.com
Program Name: CDL Training

Student Information Form

Last Name _____ First Name _____ Middle Name _____ Phone Number _____

Address _____ City _____ State _____

Email _____ Male ___ Female ___ Driver's License #/ State _____

Have you ever attempted to get a CDL in any state? Yes ___ No ___

How did you hear about 160 Driving Academy?

Newspaper ___ Saw the 160 Truck ___ Internet ___ Just walked in ___

Friend referred me (please provide name) _____

Why do you want to enter the trucking industry?

It is a cool job ___ See the country ___ Need a career change ___ Join the industry ___ Make more money ___

When do you want to enroll?

Next available class ___ Later this month ___ Next month ___ Not sure ___

Have you:

1. Been convicted of a felony or misdemeanor? Yes ___ No ___
2. Had a DUI in last 2 years? Yes ___ No ___
3. Had your driver's license suspended in the past 2 years? Yes ___ No ___

If yes to any, please explain _____

Signed _____ Date _____



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Office Hours: Monday to Friday – 8:00am to 4:30pm

Enrollment Agreement

Last Name _____ First Name _____ Middle Name _____ Phone Number _____

Address _____ City _____ State _____

Email _____ Date of Birth _____ Male__ Female__

This 160 Driving Academy course is a four-week, 160 hour course that includes both classroom and behind the wheel training. Behind the wheel training will be both in private and group sessions. Tuition for this course is \$4,295.00 and includes all your behind the wheel and classroom instruction and DOES NOT include your DOT physical, drug test, license permit or testing fees. Your 160 Driving Academy course will begin on _____ and finish on _____. Classes start at 8:00 am and will end at 4:30pm, Monday through Friday. Lunch breaks are 30 minutes each day. In addition, there are short breaks throughout the day.

This agreement is legally binding and constitutes the entire agreement between 160 Driving Academy and the undersigned (student). No verbal statement or promises will be recognized.

I hereby authorize 160 Driving Academy to release any and all required information regarding my enrollment in this program. This includes but not limited to: class attendance, grades, scores, and physical and drug screening results.

Signature _____ Date _____

I certify that I have received the 160 Driving Academy materials and curriculum.

Signature _____ Date _____

160 Driving Academy Authorization _____ Date _____

Method of Payment Cash__ Check__ Credit Card__ Other _____ Due Date _____

NOTICE: This Provider is required to be certified by the Wisconsin Department of Transportation and the Wisconsin Education Approval Board. Completion of driver education does not guarantee qualification for a driver license or job placement and all student referrals are not based on direct contact with employers regarding job openings.

I have read below and understand all of 160's policies and my responsibilities. Initial _____

160 Driving Academy Policies

1. Credit From Other Schools

160 Driving Academy will not accept credit or transfer credit from other schools.

2. Minimum Passing Score

To achieve your CDL and prepare for testing you must achieve at least a 70% score or minimum grade of 2.0.

3. Consequences For Lack of Progression or Satisfactory Progress

160 Driving Academy at its discretion can remove a student from class for (160's refund policy will apply):

- a. Class disruption*
- b. Any safety violation*
- c. Persistent attendance issues*
- d. Disrespect to fellow classmates or 160 Staff*
- e. Perceived drunk or drug-related behaviors*

4. Required documentation prior to enrolling – you will not be enrolled without these documents

- a. Copy of your drug screen
- b. Copy of your DOT physical
- c. Motor Vehicle Report (MVR)

5. Appropriate dress code (shirts, shoes, blues jeans, etc) is required at all times - no offensive logos or designs will be allowed at any time.

6. Time and attendance are extremely important. Any student that required make-up time or additional training time due missing classes or failing will be placed in the next class – assuming available space and instructor availability. If a student is persistently absent from class for 5 consecutive days without notifying their Branch Manager of any extenuating circumstances they will be automatically be withdrawn from class. If the student is due a refund, the refund calculation will be based on the student's last day of school attendance.

7. You are allowed to cancel from the 160 Driving Academy within 3 business days of enrollment and are entitled to 100% refund. Should you wish to cancel your enrollment please complete the attached *Notice of Cancellation form attached* (form EAB 1.07) and provide to your Branch Manager.

8. Should you have any complaint or grievance please notify the following in writing by mail to:

Jose Ochoa
160 Driving Academy
PO Box 36
Glencoe, Illinois 60022

Any disputes that arise out of this agreement and cannot be resolved with this school should be directed to the Wisconsin Education Approval Board.

Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
Phone (608) 266-1966
Email: EABMail@eab.wisconsin.gov
Website: www.eab.stat.wi.us

9. There are no administrative screening costs associated with this program. However, students are responsible for their own DOT Physical (up to \$120 depending on your medical provider) Drug Screen (up to \$50 depending on your medical provider), License permit fee (\$50.00) and State Testing Fees for your CDL (from a third party provider ranges from \$50.00 to \$150.00 depending on your testing location). The State may change licensing prices without notice, please contact the Wisconsin Department of Transportation for the latest pricing. These costs are the sole responsibility of the student unless otherwise agreed upon.

10. Should you choose to withdraw from the program please see your course catalogue for the 160 Driving Academy Withdraw Policy.

11. Whether you cancel or withdraw your refund will provided within 10 business days.

12. Refund Policy

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under EAB 6.04;
2. Accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds for cancelations or withdraws will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	No Refund	No Refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40-days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount. A written notice of withdrawal is not required.

13. Should you or a future employer require a transcript. Please call 1-855-buzz160 for a copy of your transcript or enclose a check for \$35.00 made payable to 160 Driving Academy to:

Transcript Request
160 Driving Academy
PO Box 36
Glencoe, Illinois 60022