

**MILLIS TRAINING INSTITUTE**  
**3001 West Holy Hill Road Richfield, WI 53076**  
**Enrollment Agreement**  
**CDL TRAINING COURSE**

**Student Name**\_\_\_\_\_ **Home Phone Number**\_\_\_\_\_

**Home Address**\_\_\_\_\_ **City**\_\_\_\_\_ **State**\_\_\_\_\_ **Zip**\_\_\_\_\_

**Social Security**\_\_\_\_\_ **Driver's License**\_\_\_\_\_

**State**\_\_\_\_\_ **Years Held**\_\_\_\_\_

**Class Start Date**\_\_\_\_\_ **Class Completion Date**\_\_\_\_\_

**AGREEMENT**

**THE FOLLOWING IS AN AGREEMENT BETWEEN MTI FREIGHT SYSTEMS, INC. d.b.a. MILLIS TRAINING INSTITUTE**, (hereinafter MTI) **AND THE STUDENT WHOSE** name appears above (hereinafter Student) for the purpose of enrolling the Student in MTI's 166 hour Truck Driver Training Program, and if accepted as a student by MTI as provided hereunder, the Student agrees to all the conditions of this contract, inclusive of the additional provisions printed on the additional pages hereof, and further agrees to abide by all rules and regulations established by the school.

The Students hereby enrolls for the course of instruction, and MTI hereby agrees to instruct the student under the following terms and conditions.

- 1. Location.** MTI agrees to provide the classroom at 3001 West Holy Hill Rd Richfield WI. And the tractor-trailer training range at 3001 West Holy Hill Rd Richfield WI. Most on-road instruction will be conducted within a 200 miles radius of 3001 West Holy Hill Rd Richfield WI. Textbooks provided for students use but will remain school property.
- 2. Instruction Period.** MTI agrees to provide Student with a three (3) week training course, including classroom, range, and on-the-road instruction, including night driving instruction. MTI shall provide weekly instruction Monday through Saturday, 7:30 a.m. to 1:30 am the following day, not to exceed ten (10) hours of instruction in a twenty-four (24) hour period for any one Student. Student will a minimum of receive 40 hours classroom/ observation and 40 hours driving/ observation instruction during the three-week course. Class completion and completion of the entire program will be no greater than 270 days from the start of class.
- 3. Federal Motor Carrier Safety Regulations.** MTI shall provide Student with a copy of the Federal Motor Carrier Safety Regulations (including parts 383 and 391) prior to execution of this agreement.
- 4. Registration Fee and Tuition.** Student agrees to pay MTI as Follows:

- a. *Registration Fee.* Student agrees to pay MTI \$100.00 upon acceptance by MTI of Students application for enrollment
- b. *Tuition.* Student Agrees to pay MTI \$2240.00 prior to the commencement of any instruction by MTI.

## 5. Refund Policy

- a. *Registration Fee.* Should the Student fail to begin training as scheduled after acceptance, registration fee of \$100.00 shall be retained by MTI.

### b. Before Attending Any Units of Instruction:

100% refund less a one-time application fee of \$100

### AFTER COMPLEETING

At least	But less than	Refund of Tuition
1 unit class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	no refund

- c. The student will receive a full refund of all money paid if the student cancels within a 3-business day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 10 business days of cancellation.

Refunds will be made in 40 days. A student is considered withdrawn after being absent for 2 consecutive days of training.

6. **Qualifications.** The student must be at least 21 years old by the time the three-week course concludes and must hold a valid Commercial Drivers License of temporary permit which is legal for operations of a class "A: commercial vehicle.
7. **Commercial Drivers License Examination.** Upon graduation from the MTI Driver Training Course, the student will be assigned to a qualified Driver Trainer. While the student is out with said Driver Trainer, MTI agrees to allow the Student to use the Trainers tractor trailer for taking the state examination at no charge.
8. **Attendance.** Student agrees to regularly attend all instruction sessions. All classes shall be conducted in sequential order. A student absent from a training session shall make up that segment of training missed before instruction of a

new training session commences, unless the Student successfully passes a written test covering that portion of the material.

**9. Complaint procedure.** A Student having a complaint with the school, facilities, or instruction provided by MTI may submit the complaint in writing to an MTI instructor, which will immediately be sent via fax to Greg Griffin Director of Driver Training, P.O. Box 550, Black River Falls, WI 54615. The students complaint will be reviewed and responded to within 48 hours of submission.

**10. Amendments.** This agreement between MTI and student is not to be affected or varied by any verbal or other agreement with any representative of MTI, and can only be varied by written agreement signed by both the Director of Training/ or School manager of MTI and the Student.

**11. Rules and Policies.** Prior to signing this agreement the Student has received and read the rules and polices of MTI concerning the Students attendance and conduct while in attendance. The student agrees to abide by the rules and polices of MTI, acknowledging that violations thereof, may mean dismissal and loss of tuition monies.

I have read, I understand and agree to all terms and conditions of this agreement. No verbal statements, no alterations contrary to these written conditions have been made, I will comply with all the rules of the school as they apply to all students. I acknowledge this agreement does not constitute a contract for employment with MTI or with Millis Transfer, Inc. By signing below, I acknowledge receipt of this contract, the Federal Motor Carrier Safety Regulations, and the rules and policies of the school.

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Witness

Date

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Student Signature

Date

Binding Contract

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Witness

Date

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Millis Training Institute

Date

Binding Contract