



## Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC, Inc.)

### CDL TRAINING PROGRAM ENROLLMENT AGREEMENT

PO BOX 280, 8371 Old Leonardtown Rd, Hughesville, MD 20637

<b>PLEASE PRINT OR TYPE</b>		<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry Student
Applicant Legal Name _____			
(First)	(Middle)	(Last)	
Social Security # _____	Date of Birth _____	MD Driver's License No. _____	
Driver's License Expiration Date _____	Work: _____	Cell: _____	
Address _____	City _____	State _____	Zip _____
E-Mail _____	Emergency Contact _____		

#### A. EDUCATIONAL SERVICE

Program: CDL TRAINING PROGRAM

Total Quarter Credit Hours / Clock Hours: N/A / Approx. 76

Enrollment Agreement Period: 2nd QUARTER Scheduled Start Date: 03/02/2022 Scheduled Completion Date: 05/25/2022

Approximate No. of Weeks for Online Theory Course: 2-6 Approximate No. of Weeks for BTW Course: 5-6

Hours are from 5:30 P.M. to 8:30 P.M., on the following days of the week for BTW Course only:  Mon  Wed  Fri (Reserve Day)

#### B. ITEMIZATION & TOTAL TUITION FEES

Administrative Fee	\$ 45.00
MVA CLP (Commercial Learner s Permit) Permit Fee	\$ 90.00
Instruction Fee	\$ 1,365.00

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ 1500.00**

**\*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A LOAN, YOU ARE RESPONSIBLE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

**Additional Fees (Student's responsibility), as applicable:** DOT (Department of Transportation) Physical, Drug Screening, Certified MVA Driving Record, Re-Tests, Endorsements etc.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE BOOKLET AND PROGRAM OVERVIEW. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY SMTCCAC, Inc.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that SMTCCAC, Inc's cancellation and refund policies have been clearly explained to me.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of SMTCCAC, Inc. Official Accepting Enrollment

\_\_\_\_\_  
Date

**BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH SCHOOL.**

Revision Date: 03/14/2022

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**C. PAYMENT**

**STUDENT AGREES TO PAY THE ABOVE SPECIFIED FEES AS FOLLOWS:**

- Money Order**                    \$ \_\_\_\_\_
- Sponsor**                         \$ \_\_\_\_\_ Sponsor Name: JOB SOURCE, ETC. \_\_\_\_\_
- Cashier's Check**                \$ \_\_\_\_\_ **Check Number:** \_\_\_\_\_
- BALANCE DUE**                    \$ \_\_\_\_\_

Timing of Payments: Total amount due upon enrollment \$1500.00.

Consumer Loan Agreements: SMTCCAC, Inc. does not loan students funds to attend school. Students may voluntarily choose a Third-Party Private Lending Institution to receive a loan to pay for the cost of SMTCCAC, Inc's programs. The third-party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

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**D. REFUND POLICY**

If the program/school is discontinued, all monies paid by the student will be returned.

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the program within seven (7) calendar days after having signed the Agreement.

If the student chooses not to participate after the seven (7) day cancellation period, a student withdraws, (or is terminated) after instruction begins, refunds shall be based on the total contract price for the program and shall include all fees, except the administrative fee and any charges for materials, and test fees paid. The minimum refund that a school shall pay a student who withdraws or is terminated after the seven (7) day cancellation period has expired and after instruction has begun as follows:

Portion of program taught By date of withdrawal	Tuition Refund
Less than 10%	90%
10% to 19%	80%
20% to 29%	60%
30% to 39%	40%
40% to 50%	20%
More than 50%	No Refund

Date of termination/withdrawal is based on the last day of a student's attendance.

The refund will be paid within sixty (60) days of the student's withdrawal/termination.

Interested people may contact the following institution to inquire about the program's enrollment, completion rate, graduate rate, etc.

**The Maryland Higher Education Commission**  
**6 N. Liberty Street, 10th Floor, Baltimore, MD 21201**  
**410-767-3284**

**Or**

**Visit the MHEC website- [www.mhec.state.md.us](http://www.mhec.state.md.us)**

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**E. UNDERSTANDINGS**

**INITIAL**

- 1. **Information Booklet:** Information about SMTCCAC, Inc. CDL Training Program is available to students that contains a description of certain policies, procedures, and other information about the program. SMTCCAC, Inc. reserves the right to change any provision of the booklet at any time. Notice of changes will be communicated in a revised booklet, an addendum or supplement to the booklet, or other written format. Students are expected to read and be familiar with the information contained in the school booklet, in any revisions, supplements and addenda to the booklet, and with all SMTCCAC, Inc’s policies. By enrolling in SMTCCAC, Inc’s CDL Training Program, the Student agrees to abide by the terms stated in the booklet and all SMTCCAC, Inc’s policies.
- 2. Part (A) Theory Instruction will be online and Part (B) BTW (Behind the Wheel) instruction takes place at 8371 Old Leonardtown Rd, Hughesville, MD 20637.
- 3. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at SMTCCAC, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the CDL Training Program is also at the complete discretion of the institution to which you seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SMTCCAC, Inc’s CDL Training Program to determine if your certificate will transfer.
- 4. **Placement Assistance:** Placement assistance is provided. However, it is understood that the school does not and cannot promise or guarantee either employment nor level of income or wage rate to any Student or Graduate.
- 5. **Limited English Speakers: If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.**
- 6. **Questions:** Any questions a student may have regarding this enrollment agreement that has not been satisfactorily answered by the institution may be directed to The Maryland Higher Education Commission 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201. Phone: 410-767-3284 Or Visit the MHEC website- www.mhec.state.md.us
- 7. **Complaints:** A student or any member of the public may file a complaint about this institution with The Maryland Higher Education Commission 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201. Phone: 410-767-3284 Or Visit the MHEC website- www.mhec.state.md.us
- 8. **Financing:** The Student understands that if a separate party is financing his/her education, that the student, and the student alone, is solely responsible for all payments and monies owed to the school listed on this agreement.
- 9. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.
 unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**NOTICE**

Prior to signing this enrollment agreement, you must be given a booklet or brochure, which you are encouraged to review as these documents contain important policies for this Organization.

I certify that I have received the booklet and the Program Overview Guide