



# Driver's Education Registration Packet

All forms are to be completed and signed by a parent or legal guardian. Please confirm and check off each item completed before sending the packet back to the college. Forms must be completed in their entirety, signed, then returned within 7 days of online registration. Students who fail to submit documents will be dropped from the class. Also, when registering online, please ensure that you enter your child's full name as it appears on their learner's permit and not the parents/guardians name, but email and phone number must be parents contact information.

**Step One:** Complete the online registration process to select your preferred schedule option.

**Step Two:** Complete the registration packet in its entirety.

**Step Three:** Email completed packet to [DriversEd](#).

Your registration for the 36 Hour Joshua's Law Teen Driver's Education approved course is not confirmed until both Step 1 & 2 are completed. Completed Registration Packets may be scanned and emailed to [DriversEd](#).

Parent Orientation – Plan for 20 minutes on first day of class.

Please ensure that you complete/check-off all of the following items. Incomplete packets will be denied.

- A. If grant eligible, please indicate approval/voucher ID#.
- B. If non-grant-eligible, please remit payment of \$350 online.

- Driver's Education Pre-Registration Form & Questionnaire
- Driver Training Student Contract
- Consent by Parent/Legal Guardian for Release of Driving Information and Waiver
- GNTC Release of Claims Form
- Student Code of Conduct
- NO-SHOW Policy
- Legible Copy of your child's learner's permit (not a temporary paper copy)

Thank you for your registration and if we may be of further assistance, please do not hesitate to contact us.

**Email:** [DriversEd](#) **Fax:** 706-764-3680

<b>Mail:</b> Georgia Northwestern Technical College	or	Georgia Northwestern Technical College
Continuing Education Office		Continuing Education Office
One Maurice Culberson Drive		265 Bicentennial Trail
Rome, GA 30161		Rock Spring, GA 30739

<b>In-Person:</b> Georgia Northwestern Technical College (FCC)	Georgia Northwestern Technical College (WCC)
Floyd County Campus, Building I	Walker County Campus Building 400, Room 402
One Maurice Culberson Drive	265 Bicentennial Trail
Rome, GA 30161	Rock Spring, GA 30739

Georgia Northwestern Technical College Locations:  
Rock Spring ~ Rome ~ Ringgold ~ Dalton ~ Calhoun ~ Rockmart

Georgia Northwestern Technical College reserves the right to cancel or reschedule classes in the event that a class does not meet minimum enrollment requirement.



30/6 Hours Joshua's Law Driver's Education
Pre-Registration Form

Pre-registration is required. Classes are formed pending sufficient enrollment. Class size is limited. Completed documents must be received 5 business days prior to the start of class to guarantee placement in class. Should there be any changes in scheduling you will be contacted by our office.

Student Information:

Student Full Legal Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: Male Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Learner's Permit # (required): \_\_\_\_\_ Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent/Guardian Information: (all information is required)

Parent/Guardian Name: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone (home) \_\_\_\_\_ cell \_\_\_\_\_

Phone (home) \_\_\_\_\_ cell \_\_\_\_\_

Email(s): \_\_\_\_\_

Registered Course: (Location & Dates)

Enter date(s) of class session \_\_\_\_\_

GDEC/GOHS Grant Approval - Redemption Code \_\_\_\_\_

\*A valid Redemption Code must be provided if your child has been pre-approved for scholarship

If you did not receive the grant, you must pay online during registration.

Class Location:

- Catoosa County Campus, 120 College Park Drive, Ringgold, GA 30736
Chattooga Education Center, 286 Maple Drive, Summerville, GA 30747
Floyd County Campus, One Maurice Culberson Drive, Rome, GA 30161
Polk County Campus, 466 Brock Road, Rockmart, GA 30153
Walker County Campus, 265 Bicentennial Trail, Rock Spring, GA 30739
Whitfield Murray Campus, 2310 Maddox Chapel Road, Dalton, GA 30721

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

The Technical College System of Georgia and Georgia Northwestern Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

## Drivers Education Questionnaire

All information will be kept confidential and will only be used to enhance the learning process and environment of your child.

**Student Name:** \_\_\_\_\_

Approximately how much time has your child spent driving in the past 6 months?

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Select your child's level of experience behind the wheel:

Not So Good \_\_\_\_\_ Somewhat Good \_\_\_\_\_ Very Good \_\_\_\_\_ Excellent \_\_\_\_\_

Please tell us any concerns or areas for improvement you would like for us to work on with your child.

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Is there anything concerning your child we need to be aware of? (health/medications/allergies):

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### Optional

Does your child have a learning disability?    Yes                  No

If yes, would you please briefly describe the issue(s) your child encounters while learning?

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# Driver Training Student Contract

ID/Contract#: \_\_\_\_\_

Georgia Northwestern Technical College  
One Maurice Culberson Drive  
Rome, GA 30161

First & Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DL/Permit #: \_\_\_\_\_

DL/Permit Exp. Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Office Use	
Dates & Times of Instruction: _____	
_____	
_____	
Location: <input type="checkbox"/> FCC <input type="checkbox"/> WCC <input type="checkbox"/> CCC <input type="checkbox"/> WMC	
<input type="checkbox"/> Chattooga Education Center <input type="checkbox"/> PCC	
Type of Instruction: <input type="checkbox"/> 30/6	
Course Fee: \$350.00	

I, the undersigned student, agree to complete the above course of instruction for a fee of \$350.00, consisting of 30 hours of classroom instruction and 6 hours of behind-the-wheel instruction by the above named GDEC Driver Training School. It is understood that this driver training school and instructor are approved by the Georgia Drivers Education Commission (GDEC) and that each instructor is trained by the Georgia Department of Driver Services.

The student's successful completion of the above-named course requires each of the following:

1. Punctual attendance for all sessions.
2. Reasonable attentiveness and participation in all classes.
3. Makeup classes for missed sessions.
4. Successfully passing a written examination with a grade of at least 70%.

I understand that if I fail to comply with the terms and conditions of this agreement, I am in breach of contract and the school will not be under any obligation to fulfill the terms and conditions of this contract, and may at its option, terminate this agreement immediately.

It is agreed that an owner, instructor, or employee of this driver training school shall not give the impression directly or implied to a student that upon completion of the course the student will receive a license to operate a motor vehicle. However, immediately upon the student's successful completion of the course as described above, the driver training school agrees to provide a certificate of completion to the student.

This driver training school has and will maintain for the protection of the contractual rights of the student a surety bond in the principal sum of ten thousand dollars (\$10,000) for the students.

This agreement constitutes the contract between the above-named driver training school and the above-named student and no verbal statements will be recognized.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized School Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



## Driver's Education Policies, Procedures, & Guidelines

We would like to thank you for giving us this opportunity to help your teen recognize the concepts of safe driving. We will make every effort to ensure his/her safety throughout this program. We expect students to govern themselves according to the rules and regulations established in the Georgia Northwestern Technical College Driver's Education Registration Packet.

### **Pickup Time(s)**

Parents are responsible for picking up students on time at the end of class. We appreciate parents picking up students promptly.

### **Lunch**

Students will only have 30 minutes for lunch. Students are responsible for bringing their own lunch. Students are NOT allowed to leave campus during lunch. Students should bring a composition notebook and pen/pencil to take notes. Parents are responsible for dropping-off and picking-up their student at the designated time each day.

### **Attendance Policy**

In order to receive the completion certificate, the student must complete 30 hours of classroom and six (6) hours of behind-the-wheel instruction. Students are expected to attend class every day as scheduled. We understand that absences happen. If a student must be absent, please contact the Continuing Education office for approval.

If you know that you cannot attend all sessions, please do not register for this program. Please be advised of the \$25 drop-add/class transfer/cancelation fee.

### **Textbook**

Textbooks are provided to each student during class. If the student checks out the book to use at home and the book is not returned by the last day of class, there will be a \$20 fee to replace the book.

### **Certificates of Completion**

The Certificate of Completion is emailed to the parents when the student completes the 30/6 program. Please remember to keep a copy of the certificate for insurance purposes. The Department of Driver Services will retain the original certificate for their records. There is a **\$10.00 fee** for re-printing completion certificates.

### **Contact Information**

If you have any questions or concerns; please contact one of the following:

Email: [DriversEd](mailto:DriversEd@gnwc.edu)

Call: 706-764-3591



## Driver's Education Student Code of Conduct

In order to provide an environment conducive to learning, Georgia Northwestern Technical College has established the following Student Code of Conduct for Driver's Education courses:

1. Any student, acting individually or in concert with others, who violated any part of this Code of Conduct, shall be subject to disciplinary procedures, including dismissal from a class session, suspension and/or expulsion by the President or designee.
2. Firearms, explosives, fireworks, or weapons of any kind are not allowed on the college premises or in college owned vehicles.
3. The sale, attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on the college premises, including college vehicles, is prohibited.
4. The sale, attempted sale, and use of alcohol and alcoholic beverages on the college premises is prohibited.
5. GNTC is a tobacco-free campus. The use of tobacco products is prohibited.
6. No person shall physically or verbally 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 not limited to, the following:
  - a. Physical or verbal abuse inflicted by another person;
  - b. Severe emotional distress inflicted upon another person;
  - c. Theft, destruction, damage, or misuse of the private property of individuals on campus; and
  - d. Sexual harassment.
7. Disorderly, lewd, indecent conduct, including physical or verbal action, and commonly offensive language or gestures are prohibited.
8. The theft, damage, or malicious destruction of college property is prohibited.
9. 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.
10. Gambling on campus is prohibited.
11. Unauthorized entry into or use/occupation of college facilities is prohibited.
12. 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.
13. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited.
14. The operation of student organizations not approved by the college administration is prohibited.
15. The dissemination of publications on campus must be done in accordance with college rules and regulations.
16. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Violation of this policy may result in a lowered grade.
17. All forms of academic dishonesty will result in disciplinary action. Academic dishonesty includes, but are not limited to the following:
  - a. Falsification of information;
  - b. Copying from another student's paper and/or test;

- c. Using material for a test that is not authorized by the instructor;
- d. Collaborating with another person during the test without permission;
- e. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test;
- f. Bribing any other person to obtain tests or information pertaining to tests;
- g. Substituting for another student or permitting any person to substitute for one's self;
- h. Plagiarism as defined by appropriation of any other person's work offered for credit; and
- i. Collusion as defined by the unauthorized collaboration with any other person in preparing work offered for credit.

18. Driver's Education students will adhere to the following dress code policy:

- 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 are to be worn in buildings.
- c. No tank tops or short shirts. Midriff must be covered;
- d. Ragged or torn clothes may not be worn; and
- e. Clothing must not contain offensive or inappropriate words or graphics.

19. Students will exercise all safety precautions given by the staff and instructors regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the instructors.

20. Students are to assist the instructor in cleaning up the training area and driver's education car at the conclusion of each training session. Every instructor will have a routine for this activity and students will carry out their share of the duty with a cooperative attitude. In addition, every student will practice good housekeeping and proper manners throughout the campus buildings and grounds.

21. Students are responsible for replacing lost or damaged textbook, "How to Drive: The Beginning Driver's Manual 14<sup>th</sup> Edition" will be used as the curriculum for Georgia Northwestern Technical College's Drivers Education Program. This book can be checked out by my child as needed to complete assignments and use to review lessons prior to testing. This book is available for checkout on an on-loan basis only. If the book is not returned in the same condition as when checked out, I acknowledge I will be charged \$20 for the cost to replace the book. Additionally, my child will not receive a Certificate of Completion until the cost of the book is paid in full.

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

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Student

\_\_\_\_\_

Date



## No-Show Policy

### Parents and Students

\*Your signature is required.

By signing below, I understand that if my child does not show up for his/her scheduled behind-the-wheel driving appointment, or if I fail to cancel the appointment 72 hours prior to the appointment, my credit card will be charged a \$50.00 No Show fee. I further understand that my child's Certificate of Completion will not be released until all No-Show fees are paid.

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

\_\_\_\_\_  
Parent/Guardian Name (Print)

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

\_\_\_\_\_  
\*Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### Credit/Debit Card Information

Visa       MasterCard

Name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_      SVC: \_\_\_\_\_



Consent by Parent or Legal Guardian for Release of  
Driving Information and Waiver

I, \_\_\_\_\_ (parent or legal guardian), hereby voluntarily consent on behalf of, \_\_\_\_\_ (student), 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 that audio, video, and GPS recording devices may be used as a part of the driver's education course. Some of the vehicles provided for driver education are equipped with recording devices that record audio and video inside the vehicle cab, video facing outboard the front windshield, and GPS recording. I understand that such audio, video, and GPS recording devices are in use and consent to their use. I further consent to GDEC, TCSG, and the driver education provider using pictures, audio, and video, obtained from said recording devices, for training and PR purposes.

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.

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. In exchange for the instruction, use of equipment, materials and supplies by my child, and his/her being allowed to participate in this driver's education course, I 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.

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 at \_\_\_ GNTC \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Printed Parent/Legal Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student's Driver's License #: \_\_\_\_\_