

## SOUTHEAST TRUCKING AND TRAINING

### 2023 Training Enrollment Contract

#### Entry-Level Driver Training/Commercial Driver License (CDL)

Full Legal Name (first, middle, last) \_\_\_\_\_ DOB \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License # and EXP \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_ Prefer method of contact? Text Call Email (circle one)

Emergency Contact Name and Phone Number \_\_\_\_\_

Sex: MALE/FEMALE (circle one) M      F

Race: ALASKA NATIVE/ AMERICAN INDIAN/ AFRICAN AMERICAN/ ASIAN/ PACIFIC ISLANDER/HISPANIC/  
CAUCASIAN/ BI-RACIAL/ OTHER (circle one)

DESIRED START DATE: \_\_\_\_\_ ARE YOU AVAILABLE TO TRAIN ANY DAY? \_\_\_\_\_

WHAT CONCESSIONS NEED TO BE MADE? \_\_\_\_\_

***SETT operates using an ILP for each student and can tailor your training based on your schedule.***

Responsible paying party: SELF OR LISTED BELOW (circle one)

***If another party is responsible for your payment, please list the following details if applicable:***

Company/Organization Name \_\_\_\_\_

Office/Program/Department/Division \_\_\_\_\_

Supervisor/Case Manager/ or Contact Person \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_ P.O. or Authorization # \_\_\_\_\_

Form of Payment (a \$500 nonrefundable deposit is required to reserve your seat, full payment due prior to start date. Waived for anyone receiving funding assistance.)

Cash or Check Amount \$ \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Credit Card Information (note: a 2% fee is added if credit card is used)

Card # \_\_\_\_\_ Exp date \_\_\_\_\_ Sec Code \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Phone # \_\_\_\_\_

### COURSE TIME AND FEES

**Training Hours:**

Theory hours will be a combination of in class, lab, web based and independent hours:

70 hours

Behind the wheel (BTW) driving instruction: 40 hours

Total Hours 110

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**Training Cost:**

Tuition/Instruction Fee \$6540.00

\*DMV Fees \$170.00

(CLP 15.00, Copy of Driving Record 10.00, Road Test 25.00, CDL 120.00 once passed)

\*DOT Medical Card \$250.00 (contracted with Harbor Health 2201 Dunn St. 523-8888)

\*Drug Screen \$98.00 (TSS 8800 Glacier Hwy #105 523-8402)

Books/Online Fee \$115.00

\*CBJ Sales Tax \$327.00

TOTAL \$7500.00

HAZMAT theory training course may be purchased for an additional \$115.00. Application and additional fees for the endorsement to be added to your CDL license would be applied and paid for directly to the DMV after all training is complete and a successful completion of the exam administered. A HAZMAT endorsement would be required if you go into the field of fuel or gas delivery or hauling any hazardous materials.

**ADD HAZMAT ONLINE CLASS?    YES        NO**

PASSENGER ENDORSEMENT theory training course may be purchased for an additional \$415.00. Application and additional fees for that endorsement to be added to your CDL license would be applied and paid for directly to the DMV after all training is complete and a successful completion of the exam administered. A Passenger Endorsement is required for any transportation of 16 or more passengers and requires an additional driving test in the bus.

**ADD PASSENGER ENDORSEMENT THEORY COURSE?    YES        NO**

\*SUBJECT TO CHANGE WITHOUT NOTICE

Which class of training would you like? (circle one)

CLASS A (example: SEMI-TRACTOR WITH TRAILER)

CLASS B (example: DUMP TRUCK)

CLASS B WITH PASSENGER ENDORSEMENT (example: PASSENGER BUS)

### **SETT Enrollment Training Contract ELDT/CDL**

**SETT** refund policy due to student discontinuation, right to cancel.

1. After instruction has begun, but before the second day of training, SETT shall refund 100% of the tuition; less the nonrefundable prepaid deposit.
2. After instruction has begun but no more than 10% of the training has elapsed, SETT shall refund 90% of the tuition less the nonrefundable prepaid deposit.
3. After instruction has begun which is great than 10% of time but no more than 20% of the training has elapsed, SETT shall refund 80% of the tuition less the nonrefundable prepaid deposit.
4. After instruction has begun, greater than 20% but no more than 25% of the elapsed time, SETT shall refund 55% of the tuition, less nonrefundable deposit.
5. After instruction has begun, greater than 25% but no more than 50% of the elapsed time, SETT shall refund 30% of the tuition, less the nonrefundable deposit.
6. After 50% time of instruction has begun, the student is committed to the entire amount of tuition. NO REFUND
7. If any refunds occur, they are to be refunded to the original payor on the contract. All refunds due to a student will be made within 30 days of notification of the student's withdrawal or dismissal.

#### **STUDENTS RIGHT TO CANCEL**

Student has the right to cancel the enrollment contract with a full refund of all tuition, less the nonrefundable deposit, until the close of business on the first day of instruction.

#### **CANCELLATION POLICY**

Any requests for cancellation or withdrawal need to be in writing and delivered to the Administrator or Instructor by certified mail, or in person. Verbal notice is neither valid nor acceptable. The nonrefundable deposit is a "place holder" for class. If a student cancels or withdraws, there is an option to transfer the deposit to another later date, for that student only.

SETT reserves the right to cancel or adjust classes in the event of insufficient enrollment, unsafe road conditions, medical or illness to instructors, or COVID outbreaks. SETT will make every attempt to reschedule in a timely manner and student will be contacted promptly of any adjustments.

If a student does not complete or pass the drug screening test or medical DOT card and must withdraw or cancel per this reason, the refund policy will be followed.

**STATEMENT OF UNDERSTANDING, AUTHORIZATION, AND AGREEMENT OF TERMS**

**(Initial next to each item)**

\_\_\_\_ I have provided complete, correct, and true statements and information to SETT.

\_\_\_\_ I have received the training cost and cancellation policy included in this document and understand and agree to them and recognize that some fees are nonrefundable. A copy of this policy has been given to Department of Motor Vehicles and Alaska Commission on Post-Secondary Authorization.

\_\_\_\_ I understand I must submit a \$500.00 deposit to secure a training spot that is non-refundable and only transferable for myself to another date under certain circumstances addressed in the cancellation policy.

\_\_\_\_ I understand full payment must be made prior to the start of training unless other arrangements for funding have been made i.e., a company sponsorships, grants, scholarships, Vocational Rehab, or Native funding in which a Purchase Order is provided prior to training.)

\_\_\_\_ I understand that in order to attend the ELDT Training for my CDL, that I must submit to a DOT drug test within 10 days of the start of training as well as a DOT medical exam. I understand these are mandatory requirements to participate in the training and must pass both. If I do not pass a drug test or receive medical clearance, then any additional costs incurred for additional testing is my responsibility.

\_\_\_\_ I understand and consent to be placed in a random drug testing database and could be asked to retest at any time during training.

\_\_\_\_ I understand SETT will make every effort to support me in finding employment within this field, but this is NOT A GUARANTEE FOR JOB PLACEMENT OR EMPLOYMENT.

\_\_\_\_ I have received a course catalog and meet the prerequisites required to attend.

\_\_\_\_ I will abide by all the rules and policies set forth by SETT and will always be respectful to staff, instructors, peers, the training vehicle, my surroundings and the building including its property.

\_\_\_\_ I will wear the appropriate clothing for training indoors and outside for BTW, weather dependent.

\_\_\_\_ I understand this contract is legally binding and myself and SETT will abide by its terms and conditions.

\_\_\_\_ I give permission for SETT to use any photos of myself or instructional video for use in publications, social media or website promotions and understand that they own the images and that they will not be misused in anyway.

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

Approved by \_\_\_\_\_  
Adminstrator \_\_\_\_\_ Date \_\_\_\_\_