



Driver's Education Registration Packet

The following checklist is an important part of your child's application. Use this checklist to ensure that you submit a COMPELTE registration packet. Incomplete packets will not be registered and will be returned. The completed registration packet must contain:

- Driver's Education Registration Form
- Student Code of Conduct Signature Page
- Release of Claims, Waiver of Liability Form
- Student Release Form
- Driving No-Show & Cancellation Policy Form
- Consent by Parent/Legal Guardian for Release of Driving Information and Waiver
- Legible Copy of your Child's Learner's Permit (not a temporary paper copy)
- Payment of \$350* or Scholarship Voucher Confirmation Email

Students will be officially enrolled in the requested class, as space allows, when the Continuing Education Office in Clarkesville receives all the necessary paperwork. Class size is limited to 24 students and are filled on a first-come, first-served basis.

To enroll in one of our Driver's Education classes, complete all the forms in the registration packet and submit to the Continuing Education office (information below) with payment or scholarship voucher confirmation email, and a copy of the student's learner's permit. Students will not be enrolled in a class until **all** the required documents and payment are received.

The class fee is \$350 per student and is payable by scholarship voucher, check, or debit/credit card and is required at the time of registration.

Your child may be eligible for a scholarship through the Georgia Driver's Education Commission. Please visit <https://georgiadrivers.ga.gov/> for scholarship eligibility criteria and the scholarship application. If your child receives the scholarship, he/she must complete the training per the scholarship requirements. Scholarship vouchers must be redeemed within 30 days of the award date, and the full course must be completed within 180 days of the award date.

You may scan/email, mail or hand deliver registration documents to:

Email: carol.jackson@northgatech.edu

Mail: North Georgia Technical College
Driver's Education Program
PO Box 65
Clarkesville, GA 30523



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 the program. We expect students to govern themselves according to the rules and regulations established in the North Georgia Technical College Driver's Education Registration Packet.

Course Info

This is a stat certified training course and meets the requirements for Joshua's Law. The training consists of 30 hours of classroom instruction and 6 hours of behind-the-wheel driving with a certified driving instructor.

Class Times & Lunch

Class meets from 8am to 4:30pm each day. Students will have a 30-minute lunch break as well as two 15-minute breaks. Parents are responsible for dropping-off and picking-up their student at the designated times each day. Students are responsible for their own lunch. Students may not leave campus unless authorized by their parent/guardian. North Georgia Technical College is not responsible for any student who leaves the campus and did not have permission to do so.

Behind-the-Wheel Driving

Students will begin the 6-hour behind the wheel driving once they complete the classroom portion of the course. Appointments are scheduled in either one 6-hour session, two 3-hour sessions, or three 2-hour sessions. Scheduling is made with the instructor after the completion of the classroom instruction time. Students who fail to show up for their scheduled appointment or fail to notify the instructor of cancellation will be charged a \$10 rescheduling fee.

Attendance Policy

In order to receive the completion certificate, the student must complete the 30 hours of classroom and 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 notify the Driver's Education Program. It is the student's responsibility to make up any missed time.

Certificates of Completion

The Certificate of Completion is emailed to the parent/guardian when the student has fully completed the classroom instruction as well as the behind-the-wheel instruction. Please remember to keep a copy of the certificate for insurance purposes, as well as the requirement to get the students Driver's license. The Department of Driver Services will retain the original certificate for their records.



Payment Policy

The class fee is \$350 per student and is due at the time of registration. Payment may be made by scholarship voucher, check, debit or credit card.

Scholarships

Scholarships are available through the Georgia Driver's Education Commission. Please visit <https://georgiadrivers.ga.gov/> for scholarship eligibility criteria and the scholarship application. If your child receives a scholarship, he/she must complete the training per the scholarship requirements. The scholarship voucher must be redeemed within 30 days, and the full course must be completed within 180 days of the award date.

Course Cancellation Policy

Cancellations need to be made at least five (5) business days prior to the start of a class. Cancellations requested after the deadline will not be granted. North Georgia Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, parents will be notified and have the option to transfer to another class time.

Contact Information

If you have any questions, concerns, or to report an absence, please contact:

Carol Jackson

carol.jackson@northgatech.edu

706-754-7734



Driver's Education Student Code of Conduct

In order to provide an environment conducive to learning, North Georgia 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. North Georgia Technical College 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 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 the building;
 - c. No tank tops or short shirts. Midriffs 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 through the campus buildings and grounds.



Driving Skills Requirement

To utilize the six (6) hours of behind-the-wheel driving most effectively, we ask parents to allow their child to drive as much as possible before the start of the class. Students should be able to demonstrate the following items with ease during their first driving session with the instructors:

- Driver preparation and procedures
- Posture
- Basic braking and steering
- Maintaining lane
- Correctly responding to traffic control devices
- Yielding Right-of-Way
- Stopping and accelerating smoothly
- Negotiating intersections
- Turning left at intersections
- Turning right at intersections



FOR OFFICE USE ONLY

Date Received: _____

Paid Scholarship

Award Date: _____

Expiration Date: _____

DRIVERS EDUCATION FORM

Student First Name: _____

Student Last Name: _____

Date of Birth: _____ Age: _____

Gender: Male Female

Student Contact Number: _____

Learners Permit #: _____

Parent/Guardian First & Last Name: _____

Parent/Guardian Contact Number: _____ Alternate Number: _____

Parent/Guardian Email Address: _____

Class Information

Class Choice: 1st Choice Date: _____ Campus: Blairsville

2nd Choice Date: _____ Clarkesville

Currahee

Registration: You are **not** officially enrolled until we receive your registration form and a copy of your Learners Permit; once this information is received and confirmed, you will receive an email confirming your name is on the roster. You may scan and email, mail, or hand deliver registration forms to:

Email: carol.jackson@northgatech.edu

Phone: 706-754-7734

Mail: North Georgia Technical College

Attn: Drivers Education Department

1500 Hwy 197 North

Clarkesville, Georgia 30523

Cancellations: Due to high demand, notification of cancellation will need to be given at least 48 hours (2 business days) prior to the beginning of the first day of class. NGTC reserves the right to cancel, postpone, limit enrollment, split or combine classes, change instructors and class locations when necessary.

Accommodations: For assistance in requesting an accommodation or to disclose a disability, contact the Special Populations and Retention Coordinator, Kay Morgan, at kmorgan@northgatech.edu or 706-754-7828.

Grant Scholarships: The Georgia Driver's Education Commission offers the Georgia Driver's Education Grant Scholarship Program for driver's education to Georgia students. You must submit your redemption code to NGTC Driver's Education Department *within 30 days* of the award date.

The student must complete the full 30 hour instruction and 6 hours of behind the wheel training *within 180 days* from the date awarded.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

NGTC is a unit of the Technical College System of Georgia. NGTC is an equally opportunity provider and employer.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US, Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

**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 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, palúlers, 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 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 _____ (location) this _____ day of _____, 202

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Printed Name: _____

Student Name: _____

Student's Driver's License #: _____



Release of Claims, Waiver of Liability, Assumption of Risks and Indemnification Agreement

I hereby acknowledge that my and/or my child's voluntary participation in the Driver's Education program sponsored and administrated by the Department of Continuing Education at North Georgia Technical College, involves an inherent risk of and exposure to property damage and bodily or personal injury, including injury that may prove to be fatal, to me, to my child, or to others. Dangers involved in this activity include, but are not limited to, heat related illnesses, hypothermia, cardiac/circulatory problems, musculoskeletal injuries (sprains, strains, bruises, fractures, etc.), stings and bites, concussions, and cuts/lacerations. I fully assume all risks of injury, sickness or death to me and/or my child associated with participation and/or my child's participation in the above stated voluntary activity, and I fully consent to my participation and/or my child's participation. For the sole consideration of North Georgia Technical College arranging for and allowing my participation and/or my child's participation in the voluntary program, and in connection therewith, making available for my use and/or my child's use while participation in such program, certain equipment, facilities, grounds or personnel of North Georgia Technical College, I hereby release North Georgia Technical College, the Technical College System of Georgia, their members individually and their officers, agents and employees (hereafter "Releasees") from any and all liability, claims, damages, demands, rights, and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation and/or my child's participation in the program. I understand and acknowledge that acceptance of this signed RELEASE OF CLAIMS WAIVER OF LIABILITY, ASSUMPTION OF RISKS; AND INDEMINIFICATION AGREEMENT (hereafter "Agreement") by Releasees shall not constitute a waiver, in whole or in part, of sovereign immunity by Releasees. I further understand and agree that this Agreement shall be effective during the entire period of my participation and/or my child's in the above referenced program.

I understand and agree that the Releasees do not have medical personnel available at all times during the program and are hereby granted permission to authorize emergency medical treatment, if necessary, for me and/or my child, and that such action by Releasees shall be subject to the terms of this Agreement. I state that neither I, nor my child has any health related problems which preclude or restrict participation in this program, and I understand that I am responsible for any and all required medical costs that may possibly result from participation in this program.

I acknowledge and represent that I have fully informed myself of the contents of this Agreement, that I freely and voluntarily sign this Agreement, and that it is my express intent that this Agreement shall contractually bind me, my child, my heirs, executors, administrators, and assigns, and my child's heirs, executors, and administrators, and assigns.

This, the _____ day of _____, 20____(year).

Signature of Parent/Guardian

Signature of Student



Student Code of Conduct Signature Page

We have read the North Georgia Technical College Driver's Education Student Code of Conduct. We understand that failure to comply with the Student Code of Conduct will result in immediate dismissal from the Driver's Education Program without a refund.

Student's Name (Printed)

Date

Student's Signature

Date

Parent/Guardian's Signature

Date



Driver's Education Class Student Release Form

I, as the parent/guardian, understand that I am responsible for my child's actions when he/she is driving. I will not hold North Georgia Technical College responsible for any driving discrepancies that may occur after completing the Driver's Education training course.

Student's Name (please print)

Parent/Guardian's Name

Signature of Parent/Guardian

Date