

## DRIVER'S EDUCATION REGISTRATIONS

### Course Payment Policy:

If applied and awarded, this course will be offered free of charge due to a scholarship grant from the Governor's Office of Highway Safety. **If the scholarship is not awarded, in order to guarantee a seat in a driver's education course, credit card information is required to enroll.** Your credit card **WILL** be charged \$400 and your child will need to meet the following course requirements:

1. Students **must** attend all classes for the entire duration.
2. Students **must** have a permit prior to taking the class.
3. Students are required to have behind the wheel training.
4. Students are required to pass the final written exam with a grade of at least 70 as well complete the six hour behind the wheel session with a status of PASS.

Failure to meet all the criteria will result in the credit card being charged \$400 for the class. The credit card provided must be a Visa or MasterCard.

### Cancellation Policy:

Georgia Piedmont Technical College reserves the right to cancel any class due to low enrollment. In the event a class cancels, the students will be notified and will have the option to transfer to another class time.

Students who are unable to attend the class for which they are registered are encouraged to transfer to another class. Transfer requests and cancellations submitted at least 7 days prior to the start of a class. Cancellations made after the deadline will result in a charge to the credit card.

### IMPORTANT NOTICE:

**All parents must attend a 30-minute orientation with your child on the first day of class and a driving schedule orientation announced prior to the end of the 30-hour classroom portion of the training.**

Please arrive at least 30 MINUTES PRIOR to our scheduled class time. You must bring a VALID state-issued Identification Card and a **Learner's Permit prior to the six-hour driving portion of the class.** Please **print a copy** of your ticket and bring it with you.

**\*NOTE:** Refunds issued **only** due to **campus closure** (i.e., inclement weather/emergency) or **insufficient enrollment.**

Courses are carefully monitored to ensure sufficient enrollment. Students will be notified at least 48 hours prior to the start of class should cancellation be necessary.

**Please check your emails frequently for important updates and communications from our office!**

**\*\*NOTE:** The 6-hour behind-the-wheel driver training class will be scheduled separately, by appointment only, following the 30-hour classroom training. If the student does not show up for scheduled driving time, he/she will be assessed a \$35 NO SHOW charge.

### Driver's Education Registration Procedures

Below is a checklist to use as you prepare to send your packet back to the College. Make sure you have included every signed document to be returned, plus a copy of your child's Learner's Permit.

If anything is omitted, you will be contacted. You will at that time have to come to the Georgia Piedmont Technical College (GPTC) Regional Transportation Training Center (RTTC), in Lithonia, Georgia, to complete the enrollment process.

**Please make sure you have completed the following items:**

- ☐ Driver's Education Pre-Registration Form (page 3)
- ☐ Release of Claims Form (page 4 & 5)
- ☐ Student Release Form (page 6)
- ☐ Student Code of Conduct (pages 8 & 9)
- ☐ Credit Card Authorization Form
- ☐ Copy of Learner's Permit.

Thank you, and if we can be of further assistance, please do not hesitate to contact us.

Selina James  
Assistant Director, Regional  
Transportation Training Center (RTTC)  
Georgia Piedmont Technical College  
Economic Development  
6720 Marbut Road  
404 297-9522, Ext. 5503

April Lawrence  
Drivers Education Administrative  
Operations Specialist, Training Center  
(RTTC)  
Georgia Piedmont Technical College  
Economic Development  
6720 Marbut Road  
Cell: 404-623-9133

**E-Mail or Fax Packets to:**

**Georgia Piedmont Technical College**  
**6720 Marbut Road Lithonia, Georgia**  
**30058 Fax: (678) 323-8719 or**  
**lawrencea@gptc.edu**

**Training Locations:**

**Marbut Road Campus**  
6720 Marbut Road  
Lithonia, GA 30058

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

**PRE-REGISTRATION FORM**

**Pre-registration is required.** Classes are formed pending sufficient enrollment. Class size is limited. Payment must be received 5 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.

Georgia Learner's Permit/License Number (required): \_\_\_\_\_

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

Date of Birth (mm/dd/yy):     /     /     Gender \_\_\_\_\_

Address: \_\_\_\_\_ Gender Pronoun \_\_\_\_\_

Phone: \_\_\_\_\_ County of Residence: \_\_\_\_\_

High School Name: \_\_\_\_\_

Highest grade completed: \_\_\_\_\_ ☐ 9    ☐ 10    ☐ 11    ☐ 12

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

Parent's Name(s): \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

**In case of emergency, please contact the following:**

Name: \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (work) \_\_\_\_\_

Relationship to student: \_\_\_\_\_ (cell) \_\_\_\_\_

**Course Schedule:** \_\_\_\_\_

Information on the available class schedules will be provided with the registration information.

*The Technical College System of Georgia and Georgia Piedmont Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.*

*The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity (Title IX) & EEO Compliance Officer is Sadie Washington, Dir. of Human Resources, 404.297.9522, ext. 1210 or email washingtons@gptc.edu. ADA (Section 504) coordinator is Candice Buckley, AVP of Student Affairs 404.297.9522, ext. 1111 or email buckleyc@gptc.edu. Both are located at 495 N. Indian Creek Drive, Clarkston, Georgia.*

**CONSENT BY PARENT OR LEGAL GUARDIAN FOR RELEASE OF  
DRIVING INFORMATION AND WAIVER****Georgia Piedmont Technical College Waiver - 18 and over**

I, \_\_\_\_\_ (student), 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 Technical College Driver's Education program address providing the student training.

**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 \_\_\_\_\_, 201\_\_\_\_.

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

Printed name of Student: \_\_\_\_\_

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

**DRIVER'S EDUCATION CLASS  
STUDENT RELEASE FORM**

I, (please print name) \_\_\_\_\_, as a student understand that I am responsible for my actions when driving in a Georgia Piedmont Technical College vehicle. I will not hold Georgia Piedmont Technical College responsible for any driving discrepancies that may occur after completing Driver's Education.

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Student's Name (please print)

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Signature of Student

Date



Session Dates: \_\_\_\_\_

Session Location: \_\_\_\_\_

Self-Pay: \_\_\_\_\_

## Personal Medical History (Please complete a form for student driver.)

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

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

Emergency Telephone numbers: \_\_\_\_\_

Your current medical condition(s): \_\_\_\_\_

List prescription and non-prescription medications you are taking: \_\_\_\_\_

Any other special medical information: \_\_\_\_\_

Allergies (describe): \_\_\_\_\_

Any anxiety or problems with night vision? \_\_\_\_\_

In case of Emergency:

Name of health insurance carrier: \_\_\_\_\_

Group Number: \_\_\_\_\_

## Student Code of Conduct

In order to provide a harmonious learning environment at Georgia Piedmont Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures, including dismissal from a class session by the instructor and/or suspension or expulsion by the President or his designee. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as part of the official code at the time of inclusion.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college events.
2. The sale, attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on the college premises or at any college-sponsored event is prohibited.
3. The sale or attempted sale of alcohol on the college premises or at any college-sponsored event is prohibited.
4. Alcoholic beverages are not to be brought onto or used on the college premises or at other locations where authorized college activities are held.
5. No person shall physically 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 is not limited to, the following:
  - a. Physical or verbal abuse inflicted on another person;
  - b. Severe emotional distress inflicted upon another person;
  - c. Theft, destruction, damage, or misuse of the private property of members of the college community or nonmembers of the college community, occurring on campus or off campus during any college approved activity; and,
  - d. Sexual harassment.
6. The theft, damage, or malicious destruction of property belonging to the college, visitors to the college, or any member of the college community is prohibited.
7. 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.
8. Gambling on the campus is prohibited.
9. 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.
10. Unauthorized entry into or use/occupation of college facilities which are locked, closed to student activities, otherwise restricted to use, or not reserved for use through the proper college authorities is prohibited.
11. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited.
12. The operation of student organizations not approved by the college administration is prohibited.
13. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.
14. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Initial violation of this policy may result in a lowered grade.

15. All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Cheating on a test is defined to include the following:
  - a. Copying from another student's test paper;
  - b. Using material during a test that is not authorized by the person giving the test;
  - c. Collaborating with any person during a test without permission;
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test;
  - e. Bribing any other person to obtain tests or information about tests; and,
  - f. Substituting for another student or permitting any person to substitute for one's self.
  - g. "Plagiarism" is defined as the appropriation of any other person's work offered for credit.
  - h. "Collusion" is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
16. Students shall not bring food or drinks in any area/building other than the snack bar or other designated areas.
17. **Dress Code:** The following guidelines are the standards for college-wide student attire. However, individual programs may vary in the clothing regulations to better represent the career for which students are training and to meet appropriate safety requirements for the industry.
  - 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 should be worn in class.
  - c. No tank tops or very short shirts. Midriff must be clothed.
  - d. Ragged clothes may not be worn.
  - e. Clothing should meet safety requirements for the program.
  - f. Clothing should not cause undue distractions.
  - g. Clothing should reflect minimum school standards and all individual program standards.
18. **Tobacco Policy:** The use of tobacco products, including cigarettes, cigars, pipes, or smokeless tobacco, is prohibited on all Georgia Piedmont Technical College campuses, except in designated smoking areas.
19. Students will exercise all safety precautions given by faculty regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the faculty. It is desirable that no accidents occur; however, regardless of how minor, the student shall report incidents to the teacher immediately. Teachers will make an incident report to the GPTC Public Safety Department. All students shall help maintain safe working conditions or report any unsafe practice(s) being conducted.
20. Every class is to clean up the training area at the conclusion of the session. Every teacher will have a routine for this activity and students will carry out their share of this duty with a cooperative attitude. In addition to housekeeping in the training areas, every student will practice good housekeeping throughout the buildings and grounds.

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

Student Name \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_



## DRIVER'S EDUCATION CLASS STUDENT GUIDELINES

Thank you for giving us this opportunity to help your teen learn the concepts of safe driving. Every effort will be made to ensure his/her safety throughout this program. Students are expected to govern themselves according to the rules and regulations outlined in the Georgia Piedmont Technical College Student Code of Conduct, a copy of which is enclosed.

### Textbook

Textbooks will be issued to each student on the first day of class. The student must return the **textbook** in the same condition as issued on the first day of class. **There is a \$40 fee for textbooks that are not returned in good condition on the last day of class.**

### Pickup Time(s)

Parents are responsible for picking up students **on time at the end of class and for lunch**, if applicable. We appreciate parents picking up students promptly.

### Lunch

Lunch will be determined by the instructor during parent/student orientation. Students must supply their own lunches. A faculty or staff member will be on campus during lunch time for the student to eat on campus. The campus snack bar will be available on designated days. The instructor will inform the students of the snack bar schedule.

**Students may only leave campus with parents' permission.** If students are to be picked up for lunch, allowed to leave campus for lunch, or are carpooling with another student, please let us know. There is a lunch/leave form for parents to sign. Georgia Piedmont Technical College will not be held responsible for any student who leaves the campus without written permission to do so via the lunch/leave form.

### Attendance Policy

In order to receive certification, the student must complete the **full 36 hours of instruction**. Students are expected to attend class every day, as scheduled. We understand that absences happen. If a student must be absent, please let the instructor know. **It is the student's responsibility to make up any missed time. There will be NO REFUNDS for any missed days or no shows for class.**

### Certificates of Completion

Students must remember to keep the original copy of their certificate for the Department of Motor Vehicles and for insurance purposes. A **\$5.00 fee** will be required to re-issue a certificate of completion. To avoid the fee, make copies of the original certificate, as needed.

**Contact Information** If you have any questions or concerns; please contact:

April Lawrence  
(404) 297-9522 Ext. 5500 (office) or 404-623-9133 (cell).

## NO - SHOW Policy

Student:

By signing, you agree to adhere to the NO-SHOW Policy which states that a \$25 fee will be accessed for any NO-SHOWS for scheduled drive time instruction. Drive time will not be re-scheduled until fees are paid.

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

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

\_\_\_\_\_  
Date

**Georgia Piedmont Technical College  
Economic Development Division  
6720 Marbut Road  
Lithonia, Georgia 30058  
404-297-9522**



\_\_\_\_\_ Self-Pay:



## Georgia Piedmont Technical College Non-Credit Registration Form

8100 Bob Williams Parkway • Covington • GA • 30014  
PH: 404-297-9522 x 5000 • FAX: 770-385-4674

[Clear Form](#)[Print Form](#)

## Email Form

PERSONAL DATA~PLEASE PRINT - To fill in on-screen use Tab key to advance to next field

SS # or Student ID #:           DOB (mm/dd/yy):  E-mail:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Prior/Middle: \_\_\_\_\_

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

County:	HomePhone:	Employer:
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WorkPhone:  Sex: ☐ 1. Male ☐ 2. Female

Ethnic Group: ☐ 1. American Indian ☐ 2. Asian ☐ 3. Black ☐ 4. Hispanic ☐ 5. White ☐ 6. Other

Are you a United States citizen? ☐ Yes ☐ No IfNonUScitizen-selectone: ☐ NR (Non-resident Alien) ☐ RA (Resident Alien)

ClassDate:	Course Title:	Course Ref. #:	Course Fee:
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Semester Attending: Year: ☐ 1. Summer ☐ 2. Fall ☐ 3. Spring

Please Indicate  
any special  
needs:

### EDUCATIONAL DATA

1. High School/GED Graduation Date: \_\_\_\_\_ Grade Completed: (1-12) \_\_\_\_\_

2. Postsecondary level: ☐ 1. Freshman ☐ 2. Sophomore ☐ 3. Junior ☐ 4. Senior  
☐ 5. Masters ☐ 6. Specialist ☐ 7. Doctoral

### PAYMENT CHOICE

\*We use Telecheck. Please put your drivers license #, home address, home and work numbers on your check.

PLEASE MAKE CHECKS PAYABLE TO GEORGIA PIEDMONT TECHNICAL COLLEGE AND MAIL TO ADDRESS ABOVE

☐ 1. Check\*

☐ 2. Money Order

Credit Card #	Exp. Date	Security Code (3 digits)
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### 3. VISA

Name of Cardholder

☐ 4. MasterCard

Billing Address of Cardholder	
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5. Discover

Signature of Cardholder

Invoice	PO#
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Print and sign the completed form indicating you have read and understand our refund policy (see next page.) **MAIL or FAX** to address shown above with method of payment. Please save the form or print a copy for your records.

Date

Signature: \_\_\_\_\_

As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX/Section 504 Coordinator: Debra Gordon, Dean of Academic Support,  
Georgia Piedmont Technical College, A-103A  
495 North Indian Creek Drive, Clarkston, Georgia 30021  
Phone: (404) 297-9522, extension 1176