



New Mexico Junior College Driver Education Program

The student enrolling in driver's education and their parent/legal guardian must read and sign the following information. The signature sheet is the last page of this document and must be returned to the Director of Continuing Education in the NMJC Workforce Development Department.

Eligibility & Registration

- Students must enroll at Workforce Development (4000 W. Millen, Hobbs, NM, 88240) west of main campus at New Mexico Junior College.
- Registration is on a first-come, first-serve basis (State mandated, limited enrollment per course).
- Students must be at least 15 ½ years old before the last day of classroom instruction for the cohort enrolled, and before being allowed to receive their learner's permit from the Motor Vehicle Department.
- Tuition, along with other required documents, must be received to be officially enrolled in the driver education program.
- At the time of registration, the student's **original** State/Country issued birth certificate, their **original** Social Security card, and the tuition \$250 must be presented. (The birth certificate will be copied and the last four digits of the student's social will be logged in



their file as it will be used for the Certificate of Completion). We cannot accept copies of the documents. Originals **must** be provided.

- Tuition and fee payments can be paid by cash, personal check, or credit/debit cards (Mastercard, VISA, DISCOVER, AMERICAN EXPRESS).

Refunds/Cancellations/Withdrawals

If a full 16-day course is cancelled by NMJC, the Student and all tuition and fee payments for that course paid to New Mexico Junior College will automatically be transferred to the next available course if allowed, or refunded 100%.

The following policies will apply for dropping or withdrawing from a course for any reason:

Students who find it necessary to withdraw can do so at any time, but **to receive a full refund you must do so before 12:00 PM (MST) Noon on the 2nd day of class (Tuesday)**. After 12:00 PM (MST) Noon on the 2nd day there will be NO refund issued. Please make the ultimate commitment to complete the course and plan accordingly.

A student will not be able to be placed into the next, or future class, after 12:00 PM (MST) the 2nd day of class, without paying the full tuition and fees again.



Absences

Students are allowed 1 excused absence. An excused absence will require a signed doctor's note within 48 hours of the missed class. No makeup class sessions will be held for missed days. Anything missed thereafter will require you to drop out of the class, re-register, pay the \$250.00 fee, and attend a later class.

Course Regulations

- Any student convicted of a violation of NMJC policies governing student discipline and the student code of conduct may be dropped from the program immediately, tuition non-refundable.
- This is an NMJC approved program and students will be required to meet the standard of conduct established for all students and programs through NMJC.

ACKNOWLEDGMENT

PLEASE SIGN THIS PAGE ACKNOWLEDGING THAT YOU HAVE RECEIVED THIS POLICY AND PROCEDURES FOR THE DRIVER EDUCATION COURSE.

I, _____, have read and understand
Student Name (Please Print)

the policies and procedures of the New Mexico Junior College Driver Education Program as outlined on the previous nine pages of this document. Furthermore, I agree to conduct myself with actions that meet the requirements of such policies and procedures during my enrollment in the driver education program.

Student Signature

Date

The following section should be completed by a parent or legal guardian of the above signed student.

I, _____, a parent/legal guardian
Parent/Legal Guardian Name (Please Print)

of the above-signed student, have read and understand the policies and procedures and accept the conditions which are presented herein. I agree to work to promote the behavior of my son/daughter that best represents the requirements of such policies and procedures during their enrollment in the Driver Education Program.

Parent/Legal Guardian Name Signature

Date