

All current and prospective CDL students:

Application and payment of all fees / tuition is required prior to participation in the CDL Program at NCKTC. This includes classroom instruction as well as driving times allocated by the Instructors.

Driving times and classroom work shall be completed no later than 90 days from the first day of class. Those students currently holding a valid Commercial Learner Permit (CLP) will complete driving times within 90 days of enrollment.

It is the student's responsibility to take the written examination for the Commercial Learner Permit (CLP) from a Kansas Division of Vehicles office (KDV). Furthermore, it is the student's responsibility to contact NCKTC CDL Instructors to reserve and schedule driving time. **Once scheduled, reservations are binding – no make-up times will be scheduled.** If a student neglects to show for a scheduled drive time, he/she will lose the allotted time towards their 15 hours of drive time. Exceptions will be handled at the Instructor's discretion.

Students must provide a valid DL, CLP, and DOT physical card to CDL instructors at NCKTC prior to entering any College-owned vehicles, for practice and/or testing. Students must show their DL, CLP and DOT physical card each and every time a drive time is scheduled. Any restrictions listed on the IP will be followed by NCKTC. Be aware, there is video and audio equipment installed in our trucks for instructional purposes.

Tuition includes classroom preparation for the CLP, and no less than 15 hours practice for pre-trip, skills, and driving and a driving test (three parts – Pre-Trip, Basic Skills, and Road Test) on NCKTC property with NCKTC equipment to be administered by the State of Kansas. All fees/tuition collected are not refundable after the student starts the program. **Failure to obey traffic laws or involvement in a preventable crash during the skills portion of the training will result in an automatic failure. Automatic failure determinations are made at the sole discretion of the qualified CMV driver-instructor.** All tests administered by the State of Kansas are final and not the responsibility of NCKTC. NCKTC has no authority in the final outcome of the student's performance on the test. NO EXCEPTIONS and NO REFUNDS are available.

I, the undersigned, acknowledge the above stated parameters of the NCKTC CDL Program and understand there is no implied warranty or guarantee of receiving a CDL from NCKTC.

Printed Name

Student Signature

Dale Gengler

CDL Program Instructor, Department Chair

Class Date: August 00, 2017

Class Completion Date: November 00, 2017

North Central Kansas Technical College

Beloit Campus
P.O. Box 507 | Beloit, Kansas 67420
1-800-658-4655 | 785-738-2276

Hays Campus
2205 Wheatland Ave. | Hays, Kansas 67601
1-888-567-4297 | 785-625-2437

Promptness and regular attendance are of paramount importance. Because this is a short term program, tardiness will not be permitted. If a student is late, that training time is lost and will not be able to be made up. Excessive tardiness or absence will result in dismissal from the program with all fees forfeit to NCKTC.

Any emergencies that arise will be handled in a case by case situation at the discretion of the instructors and the college administrators.

If a student needs to reschedule training time for any reason, notice will need to be given 24 hours in advance if the training time that would be missed. Rescheduling of training time will be handled at the discretion of the instructors and the college administrators. If a student does not properly communicate their rescheduling issue with the instructor, they are subject to forfeit their enrollment and tuition fees to NCKTC.

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