

CDL ACCELERATED TRAINING PROGRAM

Policies and Expectations

Tuition

- The total tuition cost is **\$4,600 for Class A**
- The total tuition cost is **\$2,600 for Class B**
- A non-refundable/non-transferable \$1,600 deposit is required to hold your seat. You are not registered until you pay the deposit.
- The remaining balance is due one week prior to the Behind the Wheel class start date.
- If you are receiving funding, arrangements will be made directly with your point of contact.

Refund Policy

- The \$1,600 deposit is not eligible for refunds or transfers
- The deadline for a refund for the remaining balance (minus the non-refundable deposit) is two days prior to the Behind the Wheel class start date.
- Per CNM policy, you must provide your Social Security Number or CNM ID number to obtain a refund.
- If you leave the program due to violation of class expectations & policies your tuition will be forfeit.
- If you miss the required deadlines for commercial learner's permit, drug tests, or any other required documents as requested, you will be dropped from the class. Tuition (minus the non-refundable deposit) can be moved to an alternate date. The \$1,600 deposit is not eligible for transfers.

Expectations

- All students are expected to follow the CNM Student Code of Conduct.
- The CDL Accelerated Program is a Drug Free Program. All students must agree to the CNM Ingenuity Drug and Alcohol Policy, pass a pre-entry drug test, and participate in random drug tests while attending the program.
- CNM Ingenuity (CNMI) requires COVID vaccinations for learners participating in-person programs/courses. CNMI will consider requests for either religious or medical exemptions.
 - If you are granted an exemption, you are required to provide weekly proof of a negative test for COVID 19. Weekly proof must be submitted on Friday prior to attending class on the following Monday.
- You are expected to meet all timelines and due dates for the CDL class. Missing due dates may result in being dropped from the class.
- You are expected to participate in class and enjoy learning the skills necessary to becoming a CDL Driver. This training will not be effective if you are not committed to being present and focused.
- You will be expected to study materials and prepare for tests. The instructors will give you assignments you will have to complete as part of this class.
- Attendance is crucial for you to successfully complete CDL Training. Students are expected to attend 90% of the behind the wheel class.
- In the event of multiple absences, your progress will be evaluated by the CDL Program Manager and instructors to determine whether you can continue.
- Make-up hours are only approved by Program Manager with written documentation such as a doctor's note
- CNM Ingenuity cannot guarantee that any student will pass the CDL Skills Exam and obtain their license. That is solely the responsibility of the student. Our staff and instructors will train students to the

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best of their abilities and give them the tools they need to prepare for the exam.

- If you fail the first attempt, refresher training will be scheduled prior to retest
- CNM Ingenuity will cover the cost of the refresher training

- Cell phone policy: Please limit cell phone use to breaks only unless there is an emergency. Excessive use of cell phones during instruction time can interfere with learning the skills and theory for this class and is disrespectful to your classmates and instructors.
- You are expected to be respectful of your instructors and classmates.
- You are expected to practice safety and be respectful of the vehicles.
- Behind the Wheel class is dependent on the vehicles. The training schedule may change if any of the vehicles are out for repair.
- After the theory portion is complete, your training will take place outside in various weather conditions including hot/cold temperatures. Please watch the weather and dress appropriately. The CDL Program Manager will monitor the weather and class may be cancelled if the weather conditions are dangerous.
- All appeals or grievances must be submitted in writing to the CDL Program Manager for review by the CDL Program Director.