

**Policies and Expectations**

**Tuition and Registration**

- The total tuition cost is **\$7,000 for Class A**
- The total tuition cost is **\$5,000 for Class B**
- The total tuition cost is **\$5,300 for Class B Passenger**
- You must have a DOT Medical Card and Commercial Learner's Permit to register for the class. We cannot process a registration or hold a seat in the class without your DOT Medical Card and Commercial Learner's Permit.
- Once you have your DOT Medical Card and Commercial Learner's Permit, a non-refundable/non-transferable \$2,000 deposit is required to hold your seat. You are not registered until you pay the deposit.
  - Deposit is required for students who are not receiving funding. If you are applying for funding, we will work with the funding resource
- The remaining balance is due two weeks 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 \$2,000 deposit is not eligible for refunds or transfers
- The deadline for a refund for the remaining balance (minus the non-refundable deposit) is two weeks (14 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 any 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 \$1,800 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.
- 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 all behind the wheel classes as scheduled.
  - Make-up hours are only approved by Program Manager with written documentation such as a doctor's note
  - Minimum 80% of all class dates must be attended to complete the program
- In the event of multiple absences, your progress will be evaluated by the CDL Program Manager and instructors to determine whether you can continue.

# **CDL ACCELERATED TRAINING PROGRAM** **Policies and Expectations**

- 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 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. Students are responsible for the CDL Exam Fee. This is limited to one refresher class per student.
  - If you fail either the vehicle inspection or air brake test, you are not eligible for refresher training.
  - If you decline the offer of refresher training, we will not offer refresher training a second time.
- 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.
- We are able to provide Special Accommodations from CNM's Accessibility Resource Center. It is the student's responsibility to reach out to the Accessibility Resource Center to make arrangements. Their information is located here: <https://www.cnm.edu/depts/accessibility-services/contact-us>
- All appeals or grievances must be submitted in writing to the CDL Program Manager for review by the CDL Program Director.