



14896 Kenai Spur Hwy  
Suite 106A  
Kenai, AK 99611

(907) 690-3783  
www.alaskacd.com  
kpdrivinginstruction@gmail.com

## Commercial Driving Training Enrollment Contract

Course Requested: ☐ Beginner Course ☐ 5 Day ☐ 3 Day ☐ 2 Day ☐ Passenger Program \_\_\_\_\_

Course Dates Requested: \_\_\_\_\_

Course Dates Confirmed: \_\_\_\_\_ Exam Date: \_\_\_\_\_

Classroom hours: \_\_\_\_\_ Self Study Hours: \_\_\_\_\_ Driving Hours: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_

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

Driver's License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Current License Class: ☐ A ☐ B ☐ C ☐ D ☐ IA ☐ IB ☐ IC Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

US Citizen? ☐ YES ☐ NO ☐ Male ☐ Female ☐ Undisclosed Restrictions: \_\_\_\_\_

Have you ever had a DWI or DUI Conviction? ☐ YES ☐ NO If yes, date: \_\_\_\_\_

Medical Card#: \_\_\_\_\_ (National Registry #) Expiration Date: \_\_\_\_\_

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

You must have a clean valid Driver License for a minimum of one year to obtain a CDL.

KPDI will collect a legible copy of your government issued photo ID/CDL permit for your student file. For all courses, you are required to provide a copy of your Alaska driver history and a DOT Drug Screening. KPDI is not responsible for reviewing permits issued by the State of Alaska DMV.

Suitable Clothing required for all training and winter gear as needed for field work.

**ALL APPLICANTS WANTING TO OBTAIN A CDL MUST BE ABLE TO PASS A DOT  
PHYSICAL AS REQUIRED BY FMCSR PRIOR TO TRAINING.**

A DOT physical is required by State and Federal Law for all CDL Applicants as well as an current Medical Card. KPDI requires each student to carry their Medical Card at all times while driving. KPDI will collect and keep a copy of each student's medical card for their student file.

Vision Impairments? ☐ YES ☐ NO Prescription Medications? ☐ YES ☐ NO

Heart Problems? ☐ YES ☐ NO Color Blindness? ☐ YES ☐ NO

Epilepsy? ☐ YES ☐ NO Hearing Problems? ☐ YES ☐ NO

Back or knee injury? ☐ YES ☐ NO Eye/Limb Loss ☐ YES ☐ NO

Diabetes? ☐ YES ☐ NO Abnormal Blood Pressure? ☐ YES ☐ NO

Do you consent to a Drug Screening? ☐ YES ☐ NO Must provide results to KPDI completed at least 14 days prior to start date.

Read and sign attached pages. I certify that the information provided in this application is true and correct. I understand the refund policy stated on this contract and in the KPDI Training Catalog. CDL permits must be held for 14 days before a road skills test can be performed.

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



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## Commercial Driving Enrollment Contract

### Enrollment & Program Fees

Beginning Commercial Truck Driving - 154 Hours \$6,000

Including: 108.5 hours of classroom/lab instruction (self-study included) \$100\*  
45.5 hours of behind the wheel instruction  
Road Skills Exam \$100 ELDT Materials Cost Applies

### Class A Commercial Driving Instruction Courses for those with some experience

Options: 40 hour Commercial Training Course & Exam (5 Day) \$5000\*  
24 hour Commercial Training Course & Exam (3 Day) \$3000\*  
16 hour Commercial Training Course & Exam (2 Day) \$2200\*  
Passenger Training & Exam (4 Hr) \$800  
Optional: ELDT Distance Learning Materials \$100

\* Sales tax applies to all charges

*Commercial Learners Permit (CLP) and Commercial Driver License (CDL) requirements and DMV Fees are the responsibility of the applicant and/or student.*

### All driving instruction courses less than 120 hours in length:

Full fee due at the time of scheduling. Full refund will be given for withdrawal in writing prior to 14 business days less \$50 administration fee. Withdrawal less than 14 business days will be refunded less 50% of fees paid and \$50 administration fee. Withdrawal less than 5 business days non-refundable.

### All driving instruction courses more than 120 hours in length:

Full fee due at the time of scheduling. Full refund will be given for withdrawal in writing prior to 14 business days less \$50 administration fee. Students may request a refund until the end of business hours on the first day of instruction. Students Right to Cancel is outlined on Page 3 and in our Training Catalog.

### All driving courses:

If a student refuses a drug screening or their drug screening results are positive and for this reason drops out of the CDL class, the above refund policy applies determined by the length of course enrolled in.

Third-Party Funding: Students will not be refunded for any training or fees that was paid on their behalf by a third party. It is the responsibility of the student to work with their funding agency to ensure funding to KPDI.

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

Date: \_\_\_\_\_

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## Commercial Driving Enrollment Contract

### STUDENTS RIGHT TO CANCEL - (Programs over 120 hours in length)

All requests for withdrawal will need to be submitted in writing. If a student withdraws from the CDL program fourteen days (10 working days) prior to the first day of class, all tuition and fees will be refunded, less a \$50.00 administrative fee. If a student withdraws out of the CDL program prior to the first day of class, all tuition will be refunded, less the CDL associated/non-fundable fees and a \$50.00 administrative fee. A student has the right to cancel their enrollment contract until the end of first (1) day of scheduled attendance and will receive a full tuition refund less the above-mentioned Non-Refundable fees. Upon withdrawal or termination, KPDI will acknowledge withdrawal in writing within five business days after receipt of notification. Any refund due to the student will be given within 45 days after receipt of notification of the student's withdrawal, or 30 days after the student's last recorded date of physical attendance, whichever is earlier. Student refunds shall be computed from the last day of physical attendance. For students withdrawing or terminating from the CDL program within the five (5) working days prior to the first day of class the remaining tuition will be returned according to the length of the program in which the student is enrolled. Refunds will be granted as follows:

Kenai Peninsula Driving Instruction, implements a refund policy that provides for an equitable refund in cases of discontinued attendance. The policy is as follows:

1. For a period of time after instruction has begun but before the second day of classes or the equivalent, the KPDI shall refund 100 percent of the tuition; after that
2. For a period of time after the first day of class but not more than 10 percent of the class has elapsed, the KPDI shall refund at least 90 percent of the tuition; after that
3. For a period of time after which greater than 10 percent but not more than 20 percent of the class has elapsed, the KPDI shall refund at least 80 percent of the tuition; after that,
4. For a period of time after which greater than 20 percent but not more than 25 percent of the class has elapsed, the KPDI shall refund at least 55 percent of the tuition; after that,
5. For a period of time after which greater than 25 percent but not more than 50 percent of the class has elapsed, the KPDI shall refund at least 30 percent of the tuition; after that,
6. The institution may require the student to remain committed to the entire amount of the tuition.

*All refunds due a student shall be made within 30-days of notification of the student's withdrawal or dismissal.*

### ADDITIONAL COSTS

The cost of transportation to and from school and all meals and housing are the expense of the student.

The tuition covers one (1) attempt at the CDL skills test; there will be a charge for any additional tests.

### CERTIFICATES

Upon completion of course prior to road exam, students will receive a KPDI Certificate of Completion.

### DISCONTINUANCE OF A STUDENT

A student may be discontinued for: 1. Unsatisfactory progress; 2. Being under the influence or being in the possession of intoxicating drinks or drugs while on the school property; 3. Operating equipment in such manner that life or property is endangered; 4. Gambling on KPDI property; 5. Insubordination and/or intolerable conduct; 6. Abuse of equipment; 7. Excessive absenteeism; 8. Failure to make tuition payment; 9. Failure to observe the schools regulations.

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

Date: \_\_\_\_\_

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## Commercial Driving Enrollment Contract

1. Upon acceptance by the KPDI, this document constitutes a binding contract and both KPDI and I will abide with its terms.
2. Completion and approval of the Department of Transportation Physical and Drug Screen is a condition to acceptance of the student by the School.
3. Rules, regulations, and policies of KPDI regarding attendance and conduct during training shall be distributed the first day of class. Failure to abide with the foregoing policies constitutes a breach of this contract and may mean dismissal. Refunds of any unused tuition shall be based upon the published refund policy.
4. Some alternations to training time may be made to accommodate night time driving.
5. All correspondence, inquiries, payments and other matters relating to this contract made by the student shall be directed to the KPDI, 14896 Kenai Spur Hwy, Suite 106A, Kenai, Alaska 99611.
6. The school reserves the right to reschedule training class dates in its sole discretion or based on weather.
7. Student may reschedule training one time with 14 business days' notice.
8. All training courses must be completed within 6 months of payment. Any tuition paid will be forfeited after 6 months.
9. In order to stay current with employer's needs, the curriculum, its content, sequence of instruction and type of equipment are subject to change without notice.
10. The student is responsible for the payment of tuition and fees as specified in the enrollment agreement regardless of the sources of financial aid for which the student may be eligible.
11. All students must have a State of Alaska DMV issued permit prior to completing any behind the wheel training. KPDI is not responsible for permitting or licensing errors made by the State of Alaska DMV or it's employees. If any such errors occur, KPDI will not refund any completed trainings or completed road exam fees.
12. The programs costs in this contract are based on the tuition rate presently in effect and are subject to change in the event of a tuition increase. All changes must be made a matter of record with the Alaska Commission on Postsecondary Education. Any changes in tuition or fess shall not become effective for a student currently enrolled unless such student receives notice of the change at least 60 days prior.
132. The student understands that absence from a regularly scheduled class does not relieve him or her of tuition liability.
14. Students are admitted and trained without regard to race, color, sex, age or national origin.
15. Questions regarding the school satisfying the terms of the enrollment agreement may be addressed to KPDI's owner. KPDI is authorized by the Alaska Commission on Postsecondary Education. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the Alaska Commission on Post-Secondary Education, PO Box 110505, Juneau, AK 99811-0505.

KPDI, as signatory on the student contract, is subject to all claims and defenses of the student or the student's successors in interest, arising under the contract.

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

Date: \_\_\_\_\_

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## Commercial Driving Enrollment Contract

### ACKNOWLEDGEMENT

I certify that I have read and received all parts of this agreement and KPDI's Training Catalog. I understand it fully and agree to abide by its terms and our training policies. I further certify that this document and any documents incorporated by reference, contains all the terms of our agreement and that there have been no verbal promises or agreements made

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

Date: \_\_\_\_\_

### ACCEPTED FOR TRAINING

I have personally interviewed the above applicant, explained the conditions of this enrollment, and find that he/she is eligible for training at KPDI.

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

Date: \_\_\_\_\_

ALL 5 PAGES OF THIS CONTRACT ARE BINDING, PLEASE READ ALL PAGES BEFORE SIGNING

Office Use				
Course Funding		Invoice # / Date		
Total Tuition		Materials Check in / Out		
Deposit Received / Date		Materials Deposit / Refund		
Balance Due		Email Confirmation		
Payment		Entered into STAR		

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## MENINGITIS

### Know Your Risk & Learn About Vaccination

#### Important Notice:

Information in this handout has been gathered from the Alaska Postsecondary Student Immunization Act (HB185), signed into law effective May 18, 2005. Additional information was gathered from the Alaska Department of Health and Social Services' Division of Public Health and the website of the American College Health Association at [www.acha.org/Topics/meningitis.cfm](http://www.acha.org/Topics/meningitis.cfm). The Alaska Commission on Postsecondary Education (ACPE) cannot provide medical information and is not responsible for any medical information provided to schools or to students. For questions specific to meningitis, immunizations, and related diseases, please consult a qualified medical professional.

#### Did you know?

**Meningococcal disease** is a contagious but largely preventable bacterial infection that most often leads to meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or a condition called meningococcal septicemia, which is an infection of the blood.

**Meningococcal disease is caused** by bacteria called *Neisseria meningitidis* that are spread person-to-person through the air (usually by sneezing or coughing), through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, or through intimate contact, such as kissing. This disease is not as contagious as things like the common cold or the flu, and it is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

**Meningococcal disease is a serious illness** that can lead to death within a few hours of onset; one out of ten cases is fatal, and in one out of seven survivors it can lead to severe and permanent disabilities, such as brain damage, hearing loss, seizures, or limb amputation.

#### What are the symptoms of meningococcal disease?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. A rash may also develop over parts of the body, or the entire body. Other symptoms include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. These symptoms can develop over several hours, or they may take 1 to 2 days. As the disease progresses, seizures may develop. If you notice these symptoms – in yourself, friends, or others – you should contact your college health service or local hospital immediately.

#### Who is at risk for meningococcal disease?

Anyone can get meningococcal meningitis, but scientific evidence suggests that college freshmen living in campus housing are at moderately increased risk to get this disease when compared to the general college population. The reasons for this increased risk are still not known for certain, but factors may include such things as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing personal items.

Other risk groups include infants and young children, household contacts to a person with meningococcal disease, refugees from parts of the world with high rates of meningococcal disease, laboratory workers who work with this bacteria, and military recruits.

**Are there vaccines against meningococcal disease?**

- Yes, there are two safe and effective vaccines that protect against four strains of the bacteria that cause meningococcal disease – serogroups A, C, Y, and W135. Immunization against meningococcal disease will decrease the risk of contracting the illness from these meningococcal strains.

**How can meningococcal disease be prevented?**

**Many cases of meningococcal disease can be prevented.** The Centers for Disease Control and Prevention and the American College Health Association recommend that all first-year students living in residence halls be vaccinated against meningococcal disease. All other college students under the age of 25 years who wish to reduce their risk for the disease may choose to be vaccinated.

**Vaccination is safe and effective.** It protects against four of the five most common strains (or types) of bacteria that cause meningitis. Approximately 70 to 80 percent of cases in the college age group are caused by strains that are potentially vaccine-preventable. The most commonly reported adverse reactions among adolescents and adults in clinical studies were pain at the injection site, headache, and fatigue. These respond to simple measures (ibuprofen or acetaminophen) and resolve spontaneously within a few days.

**Certification**

Please select one or both of the options below:

☐ I have received a copy of this notice on meningococcal disease.

☐ I have received an immunization against meningococcal disease.

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Student Name

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Student Signature

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Date

**For More Information**

To learn more about meningitis and immunization, visit the websites of the American College Health Association, [www.acha.org/Topics/meningitis.cfm](http://www.acha.org/Topics/meningitis.cfm), and the Centers for Disease Control and Prevention, [www.cdc.gov/meningococcal/about/index.html](http://www.cdc.gov/meningococcal/about/index.html).