APPLICATION FOR DRIVER IMPROVEMENT LESSONS

Complete ALL 4 Pages
And attach a copy of Learners Permit
or Drivers License

OPTION 1: Driver Improvement Lessons – D.I.L
For anyone who would like in-car training to improve safe driving skills, help students complete and/or support the MVA’s 60 hour requirement for licensure testing. Learners Permit or Drivers License is required.
Offered in the below increments only. Sessions are 2-hours blocks.

- 2 hours, $100 SFT-034 *
- 4 hours, $200 SFT-035
- 6 hours, $300 SFT-036
- 10 hours, $425 SFT- 040
- 20 hours, $750 SFT- 042
- 60 hours, $2200 SFT-039

* May be used for preparation for MVA road test

OPTION 2: The 6-hour MVA Behind the Wheel course
For students who have completed the classroom portion of Driver Education at another School and would like to complete Behind the Wheel sessions at Montgomery College. Documentation is required.

- 6-hour MVA BTW, $225 SFT-007

OPTION 3: Avoid Distracted Driving, 4-hour Discipline Your Attention-BTW
Avoid Distracted Driving! Behind the wheel training for students who would like to improve their visual performance, minimize inattention, and improve situational-awareness while driving.

- 4-hour Discipline Your Attention--BTW, $250  SFT-053

PROCEDURE / How to Apply for Driver Improvement Lessons

1. Student MUST complete the entire 4 page application package. To download visit http://www.montgomerycollege.edu/wdce/bits/driversafety.html.

2. Attach a Copy of Learners Permit or Drivers License

3. Completed 4 page packet + copy of Learners Permit or Drivers License may be:
   - Dropped off at Customer Service at 12 South Summit Ave. Suite 400, Gaithersburg, MD 20877
   - Mailed to: Montgomery College – Driver Education Program
     12 South Summit Ave. Suite 400, Gaithersburg, Maryland 20877
   - Faxed it to 240-567-1877

4. BTW Coordinator will contact student to arrange schedule, once registration has been processed.

5. Questions? Contact Alejandra.Isaia-Herrera@montgomerycollege.edu or phone 240-567-1895

Be advised, there are no refunds

Student Name: ________________________________________________________________
E-mail _______________________________________________________________________
Phone #: __________________________ Cell______________________________________

Gaithersburg Business Training Center
12 South Summit Ave. Suite 400 Gaithersburg, MD 20877
**MONTGOMERY COLLEGE • REGISTRATION FORM**

**Driver Improvement Lessons**

**WORKFORCE DEVELOPMENT & CONTINUING EDUCATION - www.montgomerycollege.edu/wdce**

All information is required. Incomplete forms will be returned to the student unprocessed. For assistance call 240-567-5188.

FAX completed registration form with credit card information to 240-567-1877  Mail completed registration form with payment to WD&CE Registration, Driver Education, 12 South Summit Ave. Suite 400, Gaithersburg, Md 20877

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**College ID Number:**

M 2

(This is your Student ID Number. If you have taken courses at MC previously, you should have one. If not, the College will assign your MC Identification Number for you.)

**Birthdate**

Month: \[ ]  Day: \[ ]  Year: \[ ]

**Sex**

Female  Male

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**If your name has changed since your last enrollment at MC, what was your previous name?**

- Previous Last Name
- Previous First Name
- Previous Middle Name

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**Address**

House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)

- Apt. #
- City
- State
- Zip

**Have you attended MC before?**

- Yes
- No

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**If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.**

**Is your employer paying for your course(s)?**

- Yes
- No

**Military:**

If the military is paying Social Security #, non-military students.

- For your course(s), you must submit the last 4 digits of your SSN. your income tax, you must submit your full SSN.

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**ETHNICITY:**

Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)

- Not Hispanic or Latino
- Hispanic or Latino

**RACE:**

Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian and other Pacific Islander
- White

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**STUDENTS WITH DISABILITIES**

If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

- U.S. Citizen
- Permanent Resident (Circle one: Green Card / Working Card)
- Other Immigration Status

**International Students:**

Are you planning to request an I-20 from Montgomery College?  Yes  No  (If yes, you must see the International Student Coordinator, Rockville Campus, Student Services, Room 115.)

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**CHECK ALL THAT APPLY:**

- I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.
- I consider Maryland to be my permanent place of abode, where my possessions are maintained and where I intend to remain indefinitely.
- I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)

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**CRN #**

**Course #**

**Course Title**

**Begin Date**

**Tuition**

**Course Fee**

**Non-Md. Resid. Fee**

**Course Total**

- $
- $
- $

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**CODE:**

Refunds will go to the registered student of record.

**Total Due**

- $
- $
- $

Students registering for a course or program at least one week prior to the starting date will receive a mailed registration acknowledgement along with a parking permit.

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.

Student Signature Required Date

Important Notice: I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

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Please indicate payment by:

- _____Check (payable to Montgomery College)
- _____MasterCard  _____VISA  _____American Express  _____Discover
- Expiration Date on Card: \[ ]  \[ ]
- 3 or 4 digit Security code on your card: \[ ]

**Credit Card Information:**

- Name on Card
- Card Number
- Your Name

Cardholder Signature Required

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Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.
Driver Safety Program
BTW-Behind the Wheel Instructions

Driving sessions are scheduled in increments of 2 hours; students with learning disabilities can opt for 1 hour lessons. Students enrolled in the Driver Education course are randomly assigned three lessons; schedules are distributed during Orientation/first class. Additional Driving sessions called Driver Improvement Lessons (DIL) beyond the 6 hour MVA requirement, can be arranged for a minimum 2 hours at $50/hour = $100 through separate registration.

**Schedule Changes:** There is limited flexibility in modifying your schedule, please make Driver Education your priority. If you have a serious conflict, call Program Assistant for assistance, 240-567-1895. Efforts can be made to meet special needs, such as Sabbath observances. We will do our best to have you complete your driving lessons by the course end date.

**Learner’s Permit:** A learner’s permit is required. Having a learner’s permit allows the student to practice between lessons and usually indicates intent to apply for driver’s license within near future. Familiarity with basic vehicle functions, knowledge of basic road rules and having basic car control are key fundamentals.

**Where to meet:** All lessons begin and end at the designated college campus; no exceptions. Meet your Instructor and the Driver Education car on time for your lessons. For Gaithersburg Business Training Center, meet at the rear entrance adjacent to the parking garage; for lessons at Germantown and Rockville campus special arrangements will be prearranged.

**Lesson Protocol:** Be on time for the start of your session. Instructors are not required to accept late students; instructors wait for at least 15 minutes before designating a no-show. Parents/Mentors should pick-up on time as students are excused at end of lesson. We build into our schedule ten minutes between sessions for parent-instructor-student debriefs. At the start of the first lesson, student and instructor enter into a safety agreement (see attached), which they can refer to at each lesson. We can give each student performance feedback slips after each BTW lesson if helpful for student to bring home and review with parents.

**Lesson Apparel/Preparation:** There are to be no sandals, clogs, flip-flops, open-toed, or heeled shoes, or any other types of footwear that could impede the student’s ability to “feel” the pedals and control the training vehicle. Hair must be worn away from the eyes. If corrective lenses (contacts or eye glasses) are required, they MUST be worn while you drive, or the instructional session will not be conducted. You must take all necessary prescribed medication (non-drowsy). Students should have eaten and used the restroom prior to the start of the lesson; food is not permitted in the vehicles.

**$50 Lost Session Fee:** If you arrive at your driving session beyond the grace and/or without the appropriate apparel/tools, your session will be cancelled and you will be charged $50. If you do not show for your lesson, you will be charged $50. Illness and other emergencies with documentation can be submitted to the program office for fee waiver consideration. We ask that if you must cancel or reschedule your driving session that you do so at least 24 hours in advance by calling the instructor and calling the program office. Student should make contact with both the Driving Instructor and Program Office within 24 hours of scheduled session.

My signature below confirms that I have read and agree to the above.

Student’s Name (Printed): _____________________________________  Date: __________

Student’s Signature: __________________________________________

Parent Signature (if under 18): _________________________________  Date: __________
VEHICLE TRAINING SAFETY AGREEMENT

For the safety of the students, instructors, fellow motorists, and pedestrians, the Transportation Safety Institute, staff and instructors, seek to enter into a safety agreement with each student. We reserve the right to deny in-car lessons to any student not in compliance with this request. In order to offer a safe and appropriate set of Riding/Driving Lessons, Montgomery College Workforce Development and Continuing Education’s Driver Safety program has the right and the responsibility to

Be notified if a student has been treated for any medical disorders which may impair driving. Students who possess a valid Maryland Learner Permit or Driver License, should have disclosed the diagnosis and prognosis of such “Reportable Medical Conditions” COMAR 11.17.03.02-1(Autism is on this list) to MVA’s Medical Advisory Board (MAB) as part of the Learner Permit eligibility process, and therefore do not need to make duplicate notification, unless necessary. Instructors please review LP and identify restriction code if any and note here: Restriction Code: _____ (if none, write “none”) Instructor Initials_____. If the student’s condition does not require notification to the MVA MAB, students with illnesses that could impair driving must present documentation from the physician indicating the student’s suitability for riding/driving.

Require the results of an Occupational Evaluation indicating the student’s suitability for riding/driving.

Use instructor observations and feedback as a basis to deny or grant riding/driving lessons.

Cancel or refuse driving lessons to students who demonstrate threatening behavior, do not wear appropriate clothing, take appropriate medication, and/or wear medical devices that enhance the ability to use senses while driving, such as eye glasses or hearing aids.

Instructors and students share the responsibility to operate safely. If the instructor or student determines that for any reason, the lesson(s) present a safety concern, he or she reserves the right to terminate the lesson(s) at any time. If such occurs, notify program office immediately.

Student’s Name (Printed): _____________________________________ Date: ____________

Student’s Signature: __________________________________________

Agreed, Montgomery College WDCE Transportation Safety Institute Staff and Faculty