

PROGRAM CONTRACT, RULES, AND POLICY

Michigan Traffic Safety and ADTSEA NCC Program

National Driver Education Teacher Preparation Program

The NCC program functions through an agreement with the Michigan Traffic Safety, and the American Driver & Traffic Education Association (ADTSEA). Records are maintained at the Michigan Traffic Safety Office in Sturgis, Michigan.

Contact persons for the sponsoring agencies are:

MTS, Sturgis, MI – Robin Bordner, robin@mitrafficsafety.com
Kimberly Turner, turnerkay55@gmail.com

ADTSEA – Bret Robinson, brobinson@highwaysafetyservices.com

1. The MTS will attempt to offer the four class series four times or more a year at various locations around Michigan (fall, winter, spring, summer).
2. All tuition must be paid (received in the MTS office) by the established deadlines or notification of class completion will not be forwarded to the instructor candidate or MDOS.
3. Certificates of Completion will not be forwarded to the instructor candidate by MTS until all tuition is paid in full.
4. The tuition/fees of \$690 per class plus \$440 materials fee covers the following:
 - a. class materials & supplies
 - b. credentialing application
 - c. instructor(s) fee(s)
 - d. facility rent/lease
 - e. postage & phone expenses
 - f. instructor(s) travel
 - g. MDTSEA membership
 - h. training car rental
 - i. books and resources
 - j. printing/paper
5. If a student drops out 5 days or more before any class begins, 100 % tuition will be refunded (less credit card fees).
6. If a student drops out less than 5 days before any class has begun, a \$100 fee **per class** (plus the Credit card fees) will be retained by MTS. The balance of the tuition will be refunded.

7. If a student drops out after a class has begun, no tuition will be refunded and a dropped class will be processed. The class may be completed within one year during a future offering at the current class tuition rate. All class sessions must be attended.
8. If a student drops out due to **medical reasons** or **unforeseen emergencies** \$200 of the paid tuition of the current class (plus the credit card fee) will be retained by MTS to cover time, materials and supplies. The balance of the tuition for incomplete classes will be refunded.
9. If a student drops out, membership in MDTSEA and ADTSEA will not be processed, and an application for the National Credential will not be processed through ADTSEA.
10. If a student drops out of the student teaching after the tuition is paid and plans are in progress \$400 (plus the credit card fee) will be retained by MTS. A grade of *Incomplete* will be issued. The class may be completed before the Conditional Certification expires. Arrangements must be made with the instructor.
- 11. In any of the above circumstances, student contact with the lead instructor is required by e-mail or in writing.**
12. Satisfactory completion of all class work and assignments is mandatory. Assignments are the responsibility of the student.
13. If the classes cancel because of low enrollment 100% tuition will be refunded less the credit card fee.

I have read and agree to the above policy.

Signature

Date