

**Gray Eagle Driving Academy, LLC**  
 4711 E. Holmes Rd. Memphis, TN 38118

**Pre-Enrollment Checklist**

<b>Date</b>	
Name of Student	
Address/City/State	
Telephone Number	(    )

**Please check each section when completed:**

	1. Provided a valid driver's license
	2. Submitted a completed application
	3. Toured the facilities
	4. Received an institutional catalog electronically and understands a student may request a hard-copy of the catalog at any time.
	5. Was given the time and opportunity to review the academy catalog
	6. Knows the length of the program for full-time and part-time students and actual calendar time required completion hours
	7. Has been informed of the total tuition and other fees of the program
	8. Has been informed of the estimated cost of books, and other required equipment, materials, and/or supplies
	8. Has been given a copy of the institution's refund policy
	9. Confirms drug free status and agrees to random drug testing during training
	10. Has executed a Transfer of Credits Disclosure statement in compliance with <u>Tenn. Code</u> Ann. 49-7-144 and understands the specific limitations should the institution have articulation agreements
	11. Understands that this is a new program and placement, completion and withdrawal information will be provided by THEC approximately one year after the institution begins offering the program.
	12. Understands any person claiming damage of loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA). DPSA's address is 312 Rosa L. Park Avenue, 9 <sup>th</sup> Floor, Nashville, TN 37243-1102, and its telephone number is (615) 741-5293
	13. Understands no language services are provided; instruction is provided in English only
	14. Understands no VISA services or vouchers are provided

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director \_\_\_\_\_ Date \_\_\_\_\_