



**STUDENT CLOSING FORM
MILLINGTON, TN**

Bring forms of ID: Social Security Card AND U.S. Certified Birth Certificate, AND CDL Permit. Must have a valid Drivers License for at least 12 months prior to enrolling in the Academy (no paper copies or temporary license)

1. **All students must successfully complete the CDL-online training before arriving at the Academy. This is part of the admission requirements. Any student not meeting this requirement will not be admitted.**
2. All students are responsible for all CDL testing fees. Please check with your DMV prior to arriving at the Academy. Test fees are not a part of your tuition.
3. Housing is not a part of the cost of tuition. All students that need housing must sign a Housing Agreement. Students have the option to arrange housing on their behalf.
4. **Must not arrive before Sunday.** You will be charged for a room if you arrive early. If you drive save your gas receipts. Turn these into your Processor in Memphis when you return for Orientation. Reimbursement will be on one of your paychecks.
5. A Marriage License will be required if you are entering the Academy under the Spousal Waiver Program. This program applies only if your spouse drives for Swift Transportation and has a minimum of 90 days continuous service. Your spouse will be required to sign a Spousal Agreement within the first 2 days of attendance.
6. On Monday only you will be provided with lunch.
7. Bring **Social Security Card, Certified Birth Certificate, and Driver's License/CDL Permit.**
8. **If a Birth Certificate is not available the following items are acceptable:**
 - U.S. Government issued Certified Birth Certificate.
 - U.S. Certificate of Birth Abroad (DS-1350 or FS-240)
 - Report of Birth Abroad of Citizenship (FS-240)
 - Valid or expired U.S. Passport.
 - Certificate of Citizenship (N560 or N461)
 - Certificate of Naturalization (N550, N570 or N578)
 - Unexpired U.S. Active Duty Military ID Card (DOD DD-2)
 - Original DD-214
 - U.S. Citizen Identification Card (I-197, I-179)
 - INS I-551 Permanent Resident card with no condition "C" under category
9. If unemployed for more than 60 days, bring 2 notarized letters stating why.
10. Please make sure you have listed all convictions (misdemeanor or felony) on your application. Detailed background investigations will be conducted prior to your arrival.
11. Supplies needed: Calculator, Pen or Pencil, Highlighter, Work Gloves, Flashlight, Poncho or Rain suit.
12. A Swift Shuttle Van Or Bus will pick you up upon arrival at the Greyhound Terminal in Memphis, TN. The Shuttle will run from 12 noon until 10:00 p.m., please plan your arrival time for these times. The number to call during normal hours until 10:00 p.m. is 901-873-1000. The first day will be in Memphis for paperwork. All lodging will be at the Admiralty Inn in Millington, TN. The contact information for the hotel is:
Admiralty Inn
8181 N. Highway 51
Millington, TN 38053-1754
(901) 873-1000
13. Monday morning at **5:00 am** the Academy bus will pick you up. If driving please report to the Memphis Wellness Center **before 6:00 am**. Bring a jacket/ sweater. The classrooms can be cold.

14. Please wear appropriate attire while attending school. The following applies:
 - Collar length hair, long hair has to be pulled back in a ponytail.
 - Beards and moustaches neatly trimmed.
 - No shorts or tank tops.
 - No sandals, flip flops, or any open toe shoes.
 - No excessive amount of jewelry.
15. After training, all Students will return to their home domicile to complete Road Training and examination by a local DMV.
16. You must be able to pass a D.O.T. physical, substance/alcohol screening, and have **20/40** vision or below in **each** eye.
17. Bring eye glasses, contacts, and hearing aids if required. Please bring an extra pair of corrective items for emergency situations. This is per DOT regulations
18. Bring a credit card /phone card for phone services at the hotel & Academy.
19. Bring clothing for various weather conditions. Coin laundry available at hotel.
20. You will be sharing a suite with 3 other people, twin beds with bedding supplied. All suites are **non-smoking** with a dining area, TV, and a full kitchen with stove, pots / pans, dishes, and microwave.
21. Room **161** is provided at the hotel for group study.
22. Any student found with alcohol or a person of the opposite sex in their room **at any time** will be terminated and sent home immediately.
23. Must bring money for food and other personal expenses. We recommend at least \$150.00 extra to live on.

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Disclosure of Transferability of Credits

Credits earned at Swift Driving Academy may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Swift Driving Academy. You should obtain confirmation that Swift Driving Academy will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Swift Driving Academy to determine if such institutions will accept credits earned at Swift Driving Academy prior to executing an enrollment contract or agreement. The ability to transfer credits from Swift Driving Academy to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Swift Driving Academy if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Swift Driving Academy and of any other educational institutions you may in the future want to transfer the credits earned at Swift Driving Academy before you execute an enrollment contract or agreement.