



STUDENT CLOSING FORM

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. 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.
- 2.** On Monday only you will be provided with lunch.
- 3. Bring Social Security Card, Certified Birth Certificate, and Driver's License.**
- 4. 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
- 5.** If unemployed for more than 60 days, bring 2 notarized letters stating why.
- 6.** Supplies needed: Calculator, Pen or Pencil, Highlighter, Work Gloves, Flashlight, Poncho or Rain suit.
- 7.** After arriving in Memphis, TN at the Greyhound terminal a Swift shuttle van or bus will take you to the Hotel. **GET ON THE SHUTTLE TO THE MEMPHIS TERMINAL.** The shuttle will run approximately every 3-5 hours. If arriving overnight after 1:00am, the day shuttle will pick you up at 6:35am. Do not call for the shuttle, wait until the next scheduled pick up.
- 8.** Monday morning at **5:15 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.
- 9.** 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 toed shoes.
 - No excessive amount of jewelry.



10. After training, all Students will return to their home domicile to complete Road Training and examination by a local DMV.
11. You must be able to pass a D.O.T. physical, substance / alcohol screening, and SWIFT Workwell assessment, and have **20/ 40** vision or below in each eye.
12. 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.
13. Bring a credit card /phone card for phone services at the hotel & Academy.
14. Bring clothing for various weather conditions. Coin laundry available at hotel.
15. 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.
16. Room **161** is provided at the hotel for group study.
17. 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.
18. Must bring money for food and other personal expenses. We recommend at least \$150.00 extra to live on.

Housing

Students board at a reputable efficiency Hotel / Apartment complex in the Academy area. Transportation will be provided to and from the Academy at assigned times.

Students reside in a room with 1-3 other students of the same gender. The accommodations are non-smoking only. All married couples must provide proof of marriage to room together.

It is the responsibility of each Student to comply with all rules and regulations of the Hotel / Apartment complex and the Swift Driving Academy. The Hotel / Apartment complex will provide coin laundry facilities for the Students.

Swift Driving Academy, Swift Transportation, and the efficiency Hotel / Apartments are not responsible for lost or stolen items. Please leave any un-necessary items of value at home.

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.