



**Oswego County BOCES
 Adult Education Department
 5-Hour Prelicensing Driving Classes
 Registration Form**

To register for a 5 hour Prelicensing driving course, please follow the steps, fill in the information and mail the form to the following address with your money order:

Oswego County BOCES
 Adult Education Department
 Driving Courses
 179 Co Rt 64
 Mexico, NY 13114

1. Please indicate which class you are signing up for:

5-Hour Prelicensing Driving Class \$40

2. Next indicate your 1st and 2nd class choices. If your first choice is full, we will register you for your 2nd choice.

First Class Preference

Second Class Preference

Location: _____

Location: _____

Date: _____

Date: _____

3. Last fill in the following student information (* indicates a required field):

*Student First Name:
*Student Last Name:
*Student Phone:
Student Email:
*Address:
*City:
*Zip:

5-Hour Registration, Payment & Cancellation Procedures

In order to enroll in the 5-hour driving classes, you must pay for the class in advance. Registrations must be paid in full before attending the class.

Payment Procedures

Cash should be brought into and money orders mailed to and received by the Adult Ed Driving Programs, Oswego County BOCES, 179 County Route 64, Mexico, NY, 13114. Office hours are 8:00 am to 4:00 pm Monday through Friday. Visa or MasterCard payment is by phone or in person at the BOCES campus. Payment is considered to be "on time" if received in the Adult Ed office at least 3 days before the course is scheduled to begin. If payment is not received 3 days in advance of the class, your name will be pulled from the class list.

Students paying by credit card may register up to one day prior to the class.

Cash and money orders are deposited and Visa/MasterCard credit cards are charged upon receipt of all registrations. Registrations are not considered final and seats are not reserved until fully paid registrations have been received. Seats are reserved on a "first-paid, first-served" basis. Delay of payment will likely result in seats not being available.

Cancellations

If a registrant cannot attend the class, it is permissible to reschedule within 60 days of the original class date, substitute another attendee or cancel the registration for a 50% refund. All cancellations for 50% refund or substitutions are required to be submitted in writing to the Adult Education Office and received at least 72 hours before the course is scheduled to begin. Notice can be submitted either via US Mail, addressed to Adult Ed Driving Programs, Oswego County BOCES, 179 County Route 64, Mexico, NY 13114, via fax to (315) 963-4436, or via email to dwhitney@oswegoboces.org or rcunning@oswegoboces.org.

If you miss a class and wish to reschedule, you may do so within 60 days of the original class date. It is the registrant's responsibility to contact the Adult Ed office at 963-4256 or 963-4231 to reschedule within 60 days. Failure to do so will result in the registrant forfeiting the cost of the course.

Cancellations of classes by Oswego County BOCES will result in rescheduling within 60 days. If this is not possible, then full refunds will be issued via a check.

Refunds

If you are canceling your registration, cancellation must be in writing and received at least 72 hours before the course is scheduled to begin. Registrants will receive a 50% refund of the originally scheduled class fee. Please note, however, that no refunds will be granted for notices of cancellation, reschedules or substitutions not received at least 72 hours before the course is scheduled to begin (i.e.: "no shows" are still responsible for the full registration fee). Refunds will be issued via a BOCES check.

I have read and understand the above procedures

Applicant Signature

Date