



(continued)

**STUDENT'S DE964 CERTIFICATE (REQUIRED BY DPS FOR PERMIT/LICENSE- CAN NOT BE ISSUED UNTIL FEES ARE PAID IN FULL)**

Parent's / Student's (age 18+) initial \_ \_\_\_\_\_

**IN-HOUSE SCHEDULING:** For our Student's / Parent's convenience, ALL driving lessons are managed via our online scheduling program by accessing your student's online account. However, some students may need to finish quickly for reasons such as: leaving for college, school activities, etc. In-House scheduling is available for \$40.00. The office will schedule all driving lessons when permit is issued. *This service is not available within the last 2 months of your contract. (Payment for this service must be paid prior to scheduling.)*

Parent's / Student's (age 18+) initial \_ \_\_\_\_\_

A fee of **\$45.00** will be charged if driving lesson cancellation is not completed at least **24 hours** prior to a scheduled in-car lesson. A fee up to **\$500.00** will be charged if a student defaces or damages any school property (desks, tables, textbooks, cars, etc.) If gas prices exceed **\$4.25** per gallon, an additional fuel surcharge of **\$2.00** will be charged at each lesson. All Drive times are scheduled thru our on-line scheduling program provided for you. Driving Lessons are posted on the website and are not scheduled thru office (unless you have purchased in-house scheduling). Please contact office during regular office hours for any scheduling questions. Calls made to the office on Saturdays and Sundays are answered by an answering service and they will be unable to assist you with any scheduling / cancelling issues.

Parent's / Student's (age 18+) initial \_ \_\_\_\_\_

**PHASE 1 (CLASSROOM INSTRUCTION):**

Student cannot be admitted to class more than 10 minutes late. Students may not miss more than 5 class days. On the 6<sup>th</sup> missed class they must cease coming and start back with next class (state law). Make up lessons are available for fee of \$10.00 per class. Students can attend the next scheduled lesson at no cost. Please be here to pick your child up promptly when class is over as office staff leaves at 8:00 PM. Student may start driving as soon as they get their permit. Driving lessons may begin along with classroom, however they cannot drive during scheduled class time. Student can drive anytime once class is completed.

Parent's / Student's (age 18+) initial \_ \_\_\_\_\_

**PHASE II (IN-CAR INSTRUCTION):**

*Students are expected to schedule their first driving lesson within 2 months of receiving their driving permit. Students need to complete at least one driving lesson per month in order to satisfy their driving requirements within the time set forth on their student enrollment contract. Please keep in mind that it may take up to 28 days to get a driving lesson scheduled (depending on weather, time of year, etc.) \*Should you desire to schedule all driving lessons at one time, this service the office for an additional \$40.00. Our office staff will work with you and schedule in house all driving lessons for you. This is perfect for students' leaving for college, turning 18 soon, busy with extra activities, limited time, etc. Student must finish by contract deadline or a variance must be signed before contract expires and a fee of \$125.00 will be necessary to continue services. All program requirements must be completed within 12 months of the class start date or the student will lose credit for any uncompleted portions and must re-enroll with a new contract. If the student completes classroom they will not lose that credit.*

Parent's / Student's (age 18+) initial \_ \_\_\_\_\_

I further realize that any grievances not resolved by the school may be forwarded to Driver Training, Texas Education Agency, 1701 North Congress Avenue, Austin, Texas 78701. Phone: (512)-505-0500.

\_\_\_\_\_  
Signature of Parent / Legal Guardian / Student (age 18+)

\_\_\_\_\_  
Printed Name of Parent / Guardian / Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Printed Name of School Representative

\_\_\_\_\_  
Date

My initials signify that I do NOT want my son/daughter to receive individual (one-on-one) instruction. I understand this decision may delay the behind-the-wheel training until another student can be scheduled.

**Parent's / Student's (age 18+) initials if one-on-one driving REFUSED** \_ \_\_\_\_\_

*(continued)***GRADING / PROGRESS**

Progress standards must meet the requirements of the current rules adopted by the commissioner of education. Mastery is a prerequisite to awarding a grade of 70 or above. Evidence of mastery shall be determined by one or more of the following methods: 1) unit tests; 2) written assignments; 3) skills performance checklist; and 4) comprehensive examinations of knowledge and skills.

**RULES OF OPERATION AND CONDUCT**

A student or prospective student may be dismissed or barred from the school for tardiness; drunkenness or obvious signs of drug use; rude, vulgar or disruptive behavior; smoking or using tobacco products; using a cell phone during class or in the car; or being otherwise inattentive (sleeping, texting, reading, etc.). Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

**CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract before midnight of the third day, excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed by the prospective student, unless the student has completed the course and accepted a certificate of completion during that period.

**REFUND POLICY**

- Refund computations will be based on actual instruction received through the last date of attendance.
- The effective date of the termination for refund purposes will be the earliest of the following:
  - (a) the last day of attendance, if the student is terminated by the school; (b) the date of receipt of written notice from the student; or
  - (c) the 10<sup>th</sup> school day following the last day of attendance.
- If tuition is collected in advance of entrance and, **\*\* if after the expiration of the 72-hour cancellation privilege, the student does not enter school, terminates enrollment, or withdraws, the school may retain up to \$50 as administrative expenses;** and, from the remainder, shall refund that portion of the classroom tuition and fees and behind-the-wheel tuition and fees for services not previously received by the student.
- Refunds for items of extra expense to the student, including instructional supplies, books, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, will be made within 30 days after the effective date of enrollment termination if these items are stated separately and shown as part of the data furnished the student before enrollment.
- A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) when an enrollee is not accepted by the school; (b) if the course of instruction is discontinued by the school at this location; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentation by the owner or representation of the school.
- Refunds shall be completed within 30 days after the effective date of termination.

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**NOTICE TO PARENTS AND GUARDIANS**

As the parent or guardian of a teenager, you are entitled to know the minimum requirements of a teen driver education course.

- There are thirty-two (32) required hours of classroom instruction. Your teen must attend the first six (6) hours of classroom instruction before a learner's permit will be issued by DPS. Only two (2) hours of scheduled classroom instruction are permitted per day.
- The classroom instruction phase shall be completed within the timelines stated in this contract and all 32 hours must be attended and successfully completed or made up. If a student fails to successfully complete the 32 classroom hours, this school is required to contact DPS and cancel the learner's permit.
- Seven (7) clock hours of in-car driving instruction and an additional seven (7) clock hours of in-car observation are required. A two-hour increment of behind-the-wheel instruction may be offered once during the behind-the-wheel phase of instruction for each student.
- Twenty (20) additional clock hours of behind-the-wheel instruction must be provided to young drivers and certified by a parent or guardian before a teenager may progress to Phase 2 of the Texas' Graduated Driver Licensing program.
- If your teen transfers to another school or driver training program, timelines may change and credits for classroom and/or in-car training may not be transferable to the new driver training school.
- The entire driver education course must be completed within the timelines stated in this contract. (Note: During peak enrollment periods, in-car instruction times could be subject to availability.)
- **IF YOU HAVE REASON TO BELIEVE THAT THESE MINIMUM REQUIREMENTS ARE NOT BEING MET OR HAVE A COMPLAINT, PLEASE CONTACT THE DRIVER TRAINING OFFICE AT (512) 505-0500.**