

Teen / Adult

STUDENT ENROLLMENT AGREEMENT

(_____) _____ (_____) _____
 School / Branch # Name of Driving School Area Code Phone Number

_____ Classroom Address _____ City _____ State _____ ZIP Code

_____ / _____ / _____ (_____) _____
 First, Middle, Last Name of Student Date of Birth (MM/DD/YY) Parent D.L. Number Area Code Phone Number

_____ Street Address of Student _____ City _____ State _____ ZIP Code

Mark an "X" in the box next to the desired service(s)



(optional) Transportation Fee: \$25.00
Santa Fe students

COMPLETE PROGRAM INSTRUCTION (Classroom and Behind-the-Wheel instruction) Course Rate\$ _____
 Number of Lessons _____ Length of Course _____ Hrs. Number of Driving Lessons _____ Length of Lesson _____ Hrs.

PAYMENT PLAN OPTION (\$200 due on/before first day of class and \$175 due by tenth day of class) Course Rate\$ _____

DADAP CERTIFICATE (optional) (Drug and Alcohol Awareness Program - 5% insurance discount) Certificate Fee\$ _____

CLASSROOM INSTRUCTION ONLY (fee applies only if this service if taken by itself or for refund calculations) Course Rate\$ _____
 Number of Lessons _____ Length of Course _____ Hrs. Length of Lesson _____ Hrs. Cost per Lesson \$ _____

BEHIND-THE-WHEEL INSTRUCTION ONLY (fee applies only if this service if taken by itself or for refund calculations) Course Rate\$ _____
 Number of Lessons _____ Length of Course _____ Hrs. Length of Lesson _____ Hrs. Cost per Lesson \$ _____

Fees for Services Will be Added Together to Total the Amount on the Contract the Student is Responsible for Paying: CONTRACT TOTAL\$ _____

Payment:\$ _____ Method: cash credit/debit check# _____ Date: _____
 Payment:\$ _____ Method: cash credit/debit check# _____ Date: _____

**A no-show fee of \$ _____ will be charged if the school is not notified of a cancellation at least _____ hours prior to a scheduled in-car lesson.
 Classroom instruction begins _____/_____/_____ at _____:_____ o'clock _____M. and is expected to end _____/_____/_____. All make-up
 classroom assignments and in-car instruction must be completed by _____/_____/_____. **Parent's initials concerning dates** _____

ATTENDANCE / ABSENCE

A full hour of absence is charged to the student when he/she does not attend the full 55 minutes of instruction during a 60-minute period. If a student is absent in excess of 10 classroom hours, the student enrollment will be terminated. **Parent's initials** _____

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 10th 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 WILL retain \$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.

READ ENTIRE CONTRACT BEFORE SIGNING A copy of the contract must be given to the parent and a copy maintained by the school.

 Signature of Student – 18 years of age or older Date

 Signature of Parent / Legal Guardian – student younger than 18 Printed Name of Parent / Legal Guardian Date

 Signature of School Representative Printed Name of School Representative Date

My initials below signify that I do not want my son/daughter to receive individual (one-on-one) instruction. I understand that my decision may delay the behind-the-wheel training until another student can be scheduled with him/her. **Parent's initials if one-on-one driving is REFUSED** _____

STUDENT ENROLLMENT AGREEMENT

(continued)

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- This agreement constitutes the entire contract between the school and the student and no verbal assurances or promises not contained herein shall bind the school or the student.
- The school is prohibited from issuing a DE-964 if the student has not met all of the requirements for course completion, and the student should not accept a DE-964 under such circumstances.
- This driver education school maintains business vehicle insurance as required by the Transportation Code, Chapter 601, and uninsured or underinsured coverage.

STUDENT ACKNOWLEDGMENT

I have been furnished a copy of the school tuition schedule; cancellation and refund policy; and school regulations pertaining to absence, grading policy, progress, and rules of operation and conduct. I further realize that any grievances not resolved by the school may be forwarded to: Texas Education Agency, Driver Training, 1701 North Congress Avenue, Austin, TX 78701. Telephone: (512) 936-6777.

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.

DRIVER EDUCATION ENROLLMENT POLICIES

GRADING / PROGRESS

Appropriate standards shall be implemented to ascertain the progress of the students. Progress standards shall 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.

The progress evaluation record shall be of the type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subject matter within the allotted time provided in this contract.

RULES OF OPERATION AND CONDUCT

A student or prospective student may be dismissed or barred from the class for tardiness; drunkenness or consumption of alcohol on the premises; rude, vulgar or disruptive behavior in the classroom; smoking or using tobacco products; or being generally inattentive (sleeping, reading, etc.) during class. Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

NOTICE TO PARENTS AND GUARDIANS FROM THE TEXAS EDUCATION AGENCY

The Texas Education Agency licenses this driver education school and its instructors. 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. 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. Only two (2) hours of scheduled classroom instruction are permitted per day.
- Your teen must attend the first six (6) hours of classroom instruction before a learner's permit will be issued by DPS.
- Seven (7) clock hours of in-car driving instruction and an additional seven (7) clock hours of in-car observation are required.
- There is a maximum of five (5) hours of driver training activities per day. These activities include scheduled classroom, make-up classroom, behind-the-wheel driving, and simulator training. A two-hour increment of behind-the-wheel instruction may be offered once during the behind-the-wheel phase of instruction for each student.
- 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.
- In-car driving and observation 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, PLEASE CALL THE TEXAS EDUCATION AGENCY AT (512) 936-6777.**