

ADULT CLASSROOM ENROLLMENT CONTRACT

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

Classroom Address City State ZIP Code

_____/_____/_____
Printed Full Legal Name of Student Date of Birth (MM/DD/YY) Driver License # (_____) _____
Area Code Phone Number

Street Address of Student City State ZIP Code

CLASSROOM INSTRUCTION

Number of Lessons ____ Length of Course 6 Hrs. Length of Lesson Hrs. Cost per Lesson \$ _____ Course Rate \$ _____

Payment: \$ _____ Date: _____ Payment \$ _____ Date: _____ **Total Amount of Contract \$ _____**

Classroom instruction begins on ____/____/____ at ____:____ o'clock __M. All classroom instruction must be completed by ____/____/____.

ATTENDANCE POLICY

All classroom instruction, including makeup work shall be completed within the timelines stated on the original student contract

Student's initials _____

MAKEUP POLICY

____ **Student's initials-** I have been given a copy of the school's make-up policy

GRADING/PROGRESS

Students shall not receive a driver education certificate of completion unless that student received a grade of at least 70% on the highway signs examination and at least 70% on the traffic laws examination as required by Texas transportation Code, 521.161

Student's initials _____

RULES OF OPERATION AND CONDUCT

Persons age 18 to under 25 years of age must successfully complete either a minor and adult driver education course or the driver education course exclusively for adults. Partial completion of the course does not satisfy the requirements of rule or law. 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; 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 owner or director.

Student's initials _____

CANCELLATION POLICY

A full refund of all money paid by a student if the student cancels the enrollment contract before midnight of the third day, other than a Saturday, Sunday, or legal holiday, after the date the enrollment contract is signed by the student, unless the student successfully completes the course or receives a failing grade on the course examination; or the enrollment of the student was procured as a result of a misrepresentation in advertising or promotional materials of the school or course provider; or a representation made by an owner or employee of the school or course provider

Student's initials _____

REFUND/TERMINATION/DISCONTINUED COURSE POLICY:

- Refunds are based on the period of enrollment computed on the basis of course time expressed in clock hours;
- 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 a student does not enter the school, terminates enrollment, or withdraws, the school: (a) may retain not more than \$ 50.00 as an administrative expense; and (b) shall refund that portion of the classroom tuition and fees and behind-the-wheel tuition and fees that correspond to services the student does not receive
- The school shall refund items of extra expense to the student, including instructional supplies, books, laboratory fees, service charges, rentals, deposits and all other charges not later than the 30th day after the effective date of enrollment if: (a) the extra expenses are separately stated and shown in the information provided before enrollment; and (b) the student returns to the school any property in the student's possession and
- 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.

STUDENT ACKNOWLEDGMENT

____ **Student's Initials** - 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

____ **Student's Initials** - A licensed school or instructor may not issue an ADE-1317 adult driver education certificate to a person who is not at least 18 years of age.

____ **Student's Initials** - This agreement constitutes the entire contract between the school and the student, and assurances or promises not contained herein shall not bind the school or the student

____ **Student's Initials** - I further realize that any grievances not resolved by the school may be forwarded to Texas Department of Licensing and Regulation Attention: Enforcement Division PO BOX 12157 Austin, TX 78711; Emailed to Intake@tdlr.texas.gov or file online at www.tdlr.texas.gov/complaints

READ ENTIRE CONTRACT BEFORE SIGNING

Printed Name of Student

Signature of Student

Date

Printed Name of School Representative

Signature of School Representative

Date