Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTION AND CONTRACT LENGTH**

All Instruction is scheduled in 2-hour increments.

Instruction Begins \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Class Time\_\_\_\_\_\_

Class Expected to End \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

* 16 Class Days & 7 Driving Sessions

The contract is valid for 6 months, or 180 days,

starting from the first day of instruction.

All classroom, makeup assignments and in-car instruction must be completed by \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Coursework not completed by the deadline will need an extension. **Parent’s Initials\_\_\_\_\_\_**

**FEES FOR CLASSROOM AND DRIVING**

A fee of $100 will be charged if a student defaces or damages any school property. Appointments must be canceled online at least 24-hours before the drive session. Please note, a voicemail or email will not be considered adequate notice for a canceled driving session.

A student will receive a $50 fee if: a driving session was not canceled online 24-hours in advance, student is absent for a driving session, or student fails to bring their learner permit for driving appointment.

**A student will receive a $5 fee if a cell phone becomes too much of a distraction and/or disrupts the class/driving session.**

 **Parent’s Initials\_\_\_\_\_\_**

**Behind the Wheel Policy**

Once the student has a learner permit, they may begin scheduling their driving appointments. Students will be allowed to schedule a max of 2 appointments at a time. Drive times scheduled via **littledebbiesdrivin.com**  **Parent’s Initials\_\_\_\_\_\_**

**ATTENDANCE/ABSENCE**

Students can miss up to 5 classes but must make them up. There will be makeup assignments for the students to complete. If a student is absent more than 10 classroom hours, the student enrollment will be terminated from that class and transferred to the next one.

 **Parent’s Initials\_\_\_\_\_\_**

**RULES OF OPERATION AND CONDUCT**

A 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 cell phones 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**

Please refer to the Garland Parks and Recreation program refund policy. A refund of money paid may be issued **if** the student receives a failing grade on the course examination; or the enrollment of the student was procured as a result in misrepresentation of advertising or of the school.

**REFUND/TERMINATION/DISCONTINUED COURSE POLICY**

* Please refer to Garland Parks and Recreation program refund policy.
* Refunds are based on the period of enrollment computed on the basis of the course time expressed in clock hours.
* A full refund of all tuition and fees is due and refundable in each of the following cases: when a student is not accepted by the school; if the course of instruction is discontinued by the school; or if the student’s enrollment was procured as a result of any misrepresentation in advertising or of the school.
* Refunds shall be completed within 30 days after the effective date of termination.

**ACKNOWLEDGEMENT**

**\_\_\_Parent’s Initials** - I have been furnished a copy of the school terms of service.

**\_\_\_Parent’s Initials** - The school is prohibited from issuing a DE-964 if the student has not met all requirements for course completion.

**\_\_\_Parent’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.

**\*READ ENTIRE CONTRACT BEFORE SIGNING\***

Signature of Parent/Legal Guardian Printed Name of Student Date

 Stephanie Hawkins

Signature of School Representative Printed Name of School Representative Date