

DRIVER EDUCATION STUDENT ENROLLMENT CONTRACT

Adult 6-Hour Course Exclusively for Adults 18 to Under 25

TDLR SAMPLE FORM

PROVIDER INFORMATION

(C _____) _____
Provider License # Provider Business Name (As Printed on License)

Provider Email Address (_____) _____
Provider Phone #

Provider Mailing Address _____ City _____ State _____ ZIP Code _____

STUDENT INFORMATION

Printed Full Legal Name of Student _____ / ____ / ____
Date of Birth (MM/DD/YY)

Student Email Address (_____) _____
Student Phone #

Student Mailing Address _____ City _____ State _____ ZIP Code _____

CLASSROOM INSTRUCTION

Registration Date ____ / ____ / ____ Course Delivery Method: In-Person Online
(MM/DD/YY)

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

First Payment: \$ _____ Date: _____ Classroom instruction begins on ____ / ____ / ____ at ____ : ____ .M.
(MM/DD/YY) (HH:MM, A.M./P.M.)

Second Payment: \$ _____ Date: _____

Third Payment: \$ _____ Date: _____ All classroom instruction must be completed by ____ / ____ / ____.
(MM/DD/YY)

Administrative Expenses (up to \$50) \$ _____

Total Course Tuition: \$ _____

Duplicate Certificate Fee (Additional) \$ _____

ATTENDANCE AND MAKE-UP POLICY

All classroom instruction, including makeup work shall be completed within the timelines stated on the original student contract. The student must assume responsibility to make up any time missed.

Student's initials _____

GRADING POLICY

Students will 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 the minor and adult driver education course or the adult driver education course. 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 any of the following:

- Excessive tardiness
- Drunkenness or consumption of alcohol on the premises
- Rude, vulgar or disruptive behavior
- Smoking or using tobacco products
- 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 authorized representative.

Student's initials _____

CANCELLATION POLICY

A full refund of all money paid by the student must be given if:

- The student cancels the enrollment contract before midnight of the third day (72 hours) after the date the student signed the enrollment contract.
- The student provides proof that enrollment was due to misrepresentation in advertising or promotional materials of the school or course provider or due to misrepresentation made by an owner or employee of the school or course provider.

A student is not eligible for a full refund if the student successfully completes the course or receives a failing grade on the comprehensive course examination.

Student's initials _____

TERMINATION POLICY

If a student does not enter the course, withdraws, or is terminated from the course at any time before completion, refunds are based on the period of enrollment and calculated based on course time expressed in clock hours.

The effective date of the termination can be based on any of the following:

- The last day of attendance, if the student's enrollment is terminated by the provider.
- The date the provider receives written notice from the student.

If full tuition is collected in advance prior to the beginning of the course and the student does not attend, withdraws, or enrollment is terminated, the provider must both:

- Retain not more than \$50 from the total course tuition as an administrative expense.
- Refund all fees or remaining tuition amounts that correspond to services the student does not receive.

The school must refund items that required the student to pay extra fees, including instructional supplies, books, laboratory fees, service charges, rentals, deposits, and all other charges. Refunds for these items must be completed if:

- Extra expenses are stated separately from class tuition and are shown in the information provided to the student prior to enrollment.
- The student returns any property and items purchased from the school that were in the student's possession.

All refunds must be completed before the 30th day after the effective date of enrollment termination.

Student's initials _____

DISCONTINUED COURSE POLICY

If the discontinuation of the course prevents the student from completing the course, all tuition and fees paid by the student automatically become refundable. If a written request for a refund is provided by the student, the request must be fulfilled within thirty (30) days after receipt of the request.

Student's initials _____

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.

Student's initials _____

A licensed school or instructor will not issue an ADEE-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 verbal assurances or promises not contained herein shall not bind the school or the student.

Student's initials _____

Any grievances not resolved by the provider may be forwarded to the Texas Department of Licensing and Regulation, Driver Education and Safety, P.O. Box 12157, Austin, Texas 78711, or by facsimile to (512) 463-9468, or electronically to: <https://www.tdlr.texas.gov/help/>. The current telephone numbers of the department are 800-803-9202 or (512) 463-6599.

Student's initials _____

READ ENTIRE CONTRACT BEFORE SIGNING

A copy of the contract must be given to the parent and a copy maintained by the school in the student record.

Printed Name of Student

Signature of Student

Date

Printed Name of School Representative

Signature of School Representative

Date