

Kilgore Office
507 E Kay St.
Kilgore, TX 75662
(903)984-3843
License # C2807



Tyler Office
1739 Troup Hwy/Green Acres
Shopping Center
Tyler, TX 75701
(903)535-7777
License # C2807A

Form fields for student information: Printed Full Legal Name of Student, Date of Birth (MM/DD/YY), Driver's License #, Area Code, Primary Phone Number, Street Address of Student, City, State, ZIP Code.

CLASSROOM

Number of Lessons 1 Length of Course 6 Hrs. Length of Lesson 6 Hrs. Cost per Lesson \$ 100.00 Course Rate \$ 100.00

1HR or 2HR Payment: \$ Date:
1HR or 2HR Payment: \$ Date:

BEHIND-THE-WHEEL

Adult Driving (2 hour lesson) Course Rate \$ 95.00 1HR or 2HR Payment: \$ Date:
Adult Driving (1 hour lesson) Course Rate \$ 50.00 1HR or 2HR Payment: \$ Date:
1HR or 2HR Payment: \$ Date:
1HR or 2HR Payment: \$ Date:

Total Amount of Contract \$

Valet Service Fee (per day-round trip) \$

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

A no-show fee of \$20 will be charged if the school is not notified of a cancellation at least 24 hours prior to a scheduled in-car lesson. A fee of \$50 (minimum) will be charged if a student defaces or damages any school property. If gas prices exceed \$3.25 per gallon, an additional fuel surcharge of \$2.00 will be charged for each driving lesson. Replacement fee for FORM ADE-1364 is \$10. (Driver Education Completion Certificate)

Classroom instruction begins ___/___/___ at ___:___ o'clock ___M.

All classroom instruction and in-car instruction must be completed by ___/___/___.

Initials concerning dates

Adults are not required by law to complete any behind-the-wheel training.

Initials concerning fees

ACKNOWLEDGMENT

I have been furnished with the school's tuition and fees; 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: TDLR P.O. Box 12157 Austin, TX 78711 Phone: 1-800-803-9202 or 512-463-6599

- 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.

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

Signature of Student, Printed Name of Student, Date

Signature of School Representative

(continued)
Printed Name of School Representative

Date

ATTENDANCE / ABSENCE

A student must attend the complete 6 clock-hour course including all phases of the approved school curriculum and final exam in order to receive a certificate of completion. Any time missed must be made up.

GRADING / PROGRESS

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: unit tests, written assignments, skills performance checklist, and 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; academic dishonesty; 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 or received a failing grade on the course examination.

REFUND POLICY

All tuition and fees paid are due and refundable when:

*The course of instruction is discontinued by the school, preventing a student from completing the course, OR

*The enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representation made by and owner or employee of the school.

- Refunds shall be completed within 30 days after the effective date of enrollment termination.