

Minor/Adult

# STUDENT ENROLLMENT CONTRACT

(C 3052) EP E-Z DRIVING SCHOOL (915) 400-4313  
School / Branch # Name of School Area Code Phone Number  
2200 N. LEE TREVINO DR. STE. B5 EL PASO TX. 79936  
Classroom Address City State ZIP Code  
\_\_\_\_\_  
Printed Full Legal Name of Student Date of Birth (MM/DD/YY) Driver's License # (Area Code) Phone Number  
\_\_\_\_\_  
Street Address of Student City State ZIP Code  
\_\_\_\_\_  
E-mail Address Student's Cell Phone # Mother's Cell # Father's Cell #

**CLASSROOM & BEHIND-THE-WHEEL INSTRUCTION**

Number of Lessons 16 Length of Course 32 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 18.00  
Number of Lessons 7 Length of Course 14 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 18.00 Course Rate \$ 295.00

**CLASSROOM ONLY**

Number of Lessons 16 Length of Course 32 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 16.00 Course Rate \$ 225.00

**BEHIND-THE-WHEEL ONLY**

Number of Lessons 7 Length of Course 14 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 28.00 Course Rate \$ 200.00

Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Total Amount of Contract \$ \_\_\_\_\_  
Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_ \*\* Administrative Expenses (up to \$50) \$ N/A

A no-show fee of \$25.00 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 \$ N/A will be charged if a student defaces or damages any school property (desks, tables, textbooks, etc.) If gas prices exceed \$ N/A per gallon, an additional fuel surcharge of \$ N/A will be charged for each driving lesson. Parent's initials \_\_\_\_\_

Classroom instruction begins \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ and is expected to end \_\_\_/\_\_\_/\_\_\_. All classroom make-up assignments and in-car instruction must be completed by \_\_\_/\_\_\_/\_\_\_. Parent's initials \_\_\_\_\_

**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 from that class. Parent's initials \_\_\_\_\_

**MAKEUP POLICY**

\_\_\_\_ Parent's initials- I have been given a copy of the school's make-up policy

**GRADING / PROGRESS**

Progress standards must meet the requirements of the current rules adopted by the Texas Department of Licensing & Regulation (TDLR). 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.

**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; 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.

# STUDENT ENROLLMENT CONTRACT

(continued)

### 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.

### 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 10<sup>th</sup> 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 30<sup>th</sup> 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.
- 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 tuition schedule; cancellation and refund policy; and school regulations pertaining to absence, grading policy, progress, and rules of operation and conduct

\_\_\_\_ **Parent's Initials** - The school is prohibited from issuing a DE-964 or ADE-1317 if the student has not met all the requirements for course completion, and the student should not accept a DE-964 or ADE-1317 under such circumstances

\_\_\_\_ **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

\_\_\_\_ **Parent'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 or file online at [www.tdlr.texas.gov/complaints](http://www.tdlr.texas.gov/complaints)

### READ ENTIRE CONTRACT BEFORE SIGNING

A copy of the contract must be given to the parent and a copy maintained by the school and kept in the student file for at least three years

Signature of Student – 18 years of age or older	Printed Name of Student-18 years of age or older	Date
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Signature of Parent/Legal Guardian – younger than 18	Printed Name of Student -younger than 18	Date
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Signature of School Representative	Printed Name of School Representative	Date
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My initials signify that I do NOT want my son/daughter to receive individual (one-on-one) instruction. I understand this decision may delay the behind-the-wheel training until another student can be scheduled. **Parent's initials if one-on-one driving is REFUSED** \_\_\_\_\_