

D _____

Minor/Adult

STUDENT ENROLLMENT CONTRACT

(C3052A) _____ 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 #

DRIVE EXAM ONLY(1) _____ (2) _____ (3) _____ Course Rate \$ 65.00
 CLASSROOM & BEHIND-THE-WHEEL INSTRUCTION WITH DRIVE EXAM

Number of Lessons 16 Length of Course 32 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 21.00
Number of Lessons 7 Length of Course 14 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 21.00 Course Rate \$ 340.00

CLASSROOM & BEHIND-THE WHEEL INSTRUCTION ONLY Course Rate \$ 300.00
 CLASSROOM ONLY

Number of Lessons 16 Length of Course 32 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 14.00 Course Rate \$ 225.00
 CLASSROOM INSTRUCTION & DRIVE EXAM Course Rate \$ 275.00

BEHIND-THE-WHEEL ONLY
Number of Lessons 7 Length of Course 14 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$ 35.00 Course Rate \$ 250.00
 BEHIND-THE-WHEEL & DRIVE EXAM Course Rate \$ 270.00

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

A no-show fee of \$35.00 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 \$50.00 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 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.
- 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

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

Signature of Parent/Legal Guardian – younger than 18 Printed Name of Student -younger than 18 Date

Signature of School Representative Printed Name of School Representative Date

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 _____

E-Z DRIVING SCHOOL

11940 Don Haskins Dr. Ste. A-2
2200 N. Lee Trevino Dr. Ste. B5
El Paso, TX. 79936
(915)313-4004 or (915)400-4313

Parent(s)/Guardian & Student Agreement Contract Statement

Parent(s)/Guardian & Student's Responsibilities

1. **TIME** – Student must arrive to class, drive session or drive exam on time and be pick up on time every day.
 - More than 15 minutes late to class student will need to make up the time
 - More than 15 minutes late to a drive session or drive exam, will have to re-schedule for the next available date
 - Staff will not be held responsible for student if staff must leave the building and lock the doors

2. **ABSENCES** – Cannot be more than **3** days absent during the 32-hour classroom portion of the course (16 days).
 - If 3 or more absences do occur, student will have to be dropped from current class but will be able to enroll in the following class that will be offered
 - If a student is going to be absent from class or cancel a drive session/drive exam, we ask that you please give us a courtesy call at least **24** hours in advance
 - If student does not show up and we do not receive a courtesy call from either parent(s)/guardian or student, a **\$35.00 NO CALL/NO SHOW FEE WILL BE ASSESSED** at every occurrence
 - **Classroom** - Student will have to make up the 2 hours to get credit for the day missed
 - **Drive Session or Drive Exam**- Student will be able to re-schedule to the next available date
 - ❖ 7 sessions are required to be completed **12** months from when the course begins
 - If drive sessions aren't completed by end date, \$150.00 will be assessed to extend contract
 - ❖ Parent(s), guardian or any adult 21 or older with a valid driver's license will drive student to give him/her more time to practice what the instructor is teaching during the drive sessions
 - ❖ If student arrives without their permit he/she will not be allowed to drive on that session or take the drive exam (**this will be counted as a no show and the no show fee will be assessed**)

3. **ALCOHOL & DRUGS** - If student arrives to class/drive session or drive exam under the influence of any type drugs and/or alcohol, he/she will be sent home and will have to make up the 2 hours to get credit for the day. Will not be allowed to drive on their session or exam.

4. **CELL PHONES** – At **NO** time during class, drive session or drive exam will the student be allowed to use their cell phone and will need to be put away, unless given permission by the instructor to use for a classroom activity only.
 - **1st time** – verbal warning will be given to student
 - **2nd time** – parent(s)/guardian will be notified
 - **3rd time** – the cell phone will be taken from student for the remainder of class/drive session
 - The use of a cell phone during the drive exam will result in an automatic fail

5. **PERMIT** - The Texas Driver Education Certificate (form DE-964) will be issued to student by our school.

- Student must successfully pass the classroom portion with grade of 70 or above on the 3rd week
 - Student has paid the course in full (\$0.00 balance)
 - If permit is lost, stolen, misplaced etc. a fee of \$25.00 will be assessed to re-issue a duplicate
6. **DRIVER'S LICENSE** – Certificate will be issued once student has had their permit for 6 months or longer (if under the age of 18).
- Has the completed the 7 drive sessions with our school
 - Has the 30 hour, “Behind the Wheel Log” completed with parent/guardian
 - Has the Impact Texas Teen Driver’s Program Certificate (2 hr. video)
 - Certificate cannot be older than 90 days from the time student will go obtain driver’s license
7. **DRIVE EXAM** – Can be scheduled to take with our instructor once all documents above (#6) are verified.
- Exam will be taken at the DPS on 11612 Scott Simpson, 79936 (3 attempts)
 - The same steps taken by DPS employees will be taken by our school (verify documents & check vehicle)
 - Passing score is 70 or above (if student fails after 3rd attempt, another exam fee will have to be assessed to continue)
 - Once student passes and receives sealed envelope (**CANNOT** be open) submit to DPS for validation
8. **REFUND** – A portion of the amount paid will be issued according to the refund calculation form DE-226.
- Prior notice of student needing to withdraw from the course is required
 - Parent/guardian will be contacted once refund check is available for pick up
 - Refund check will be voided if it’s not picked up 30 days from issued date
 - A driver’s license/ID will be required from person picking up the check
9. **DISABILITIES/ILLNESS** – Parent(s)/guardian are responsible to inform staff of any type of disabilities, illnesses, medication, etc. that can affect student’s ability to learn and/or drive. This is to ensure the safety of your child, the other students and staff. Does this apply: **CIRCLE** Yes or No **INITIALS** _____
 If **YES**, please briefly explain _____

Parent(s)/Guardian & Student Acknowledgment

We, parent(s)/guardian and student have read and understand the Contract Statement in its entirety and agree to comply with all terms and conditions listed. By signing below, we are acknowledging this statement to be true.

PRINT NAME	SIGNATURE	RELATIONSHIP	DATE
		Student	

STAFF NAME

STAFF SIGNATURE

DATE

Minor/Adult

Individual Student Class Record

(C 3052A) EP E-Z DRIVING SCHOOL 2220 N. Lee Trevino Dr. Ste. B5 El Paso, TX. 79936
School / Branch # Name of School Classroom Address

Printed Name of Student _____ Street Address _____ City _____ State _____ ZIP Code _____
Date of Birth (MM/DD/YY) () Area Code _____ Phone Number _____ Driving Permit Number _____

LEGEND: A = ABSENT P = PRESENT AS = ALTERNATE SCHEDULING MU = MAKE-UP T = TERMINATION W = WITHDREW

Mo.	Day	Yr.	Class Time (i.e. 4:00 – 6:00 PM)	Legend	Day of Training	Module Topics and Sub-Topics	Grade	TA (Full) Initials	DET Initials
		19	__M	P / A	1	Module 1 Traffic Laws <small>Texas Driver Handbook Ch. 1-5</small>			
		19	__M	P / A	2	Module 1 Traffic Laws <small>Road Signs Test</small>			
		19	__M	P / A	3	Module 1 Traffic Laws <small>Road Rules Test</small>			
		19	__M	P / A	4	Module 2 Driver Preparation <small>Ch. 3 & 5</small>			
		19	__M	P / A	5	Module 3 Vehicle Movements <small>Ch. 6-7</small>			
		19	__M	P / A	6	Module 4 Driver Readiness <small>Ch. 14</small>			
		19	__M	P / A	7	Module 5 Risk Reduction <small>IPDE Ch. 4</small>			
		19	__M	P / A	8	Module 6 Environmental Factors <small>Ch. 8-9</small>			
		19	__M	P / A	9	Module 7 Distractions <small>Ch. 10-11</small>			
		19	__M	P / A	10	Module 8 Alcohol and Other Drugs <small>Ch. 15</small>			
		19	__M	P / A	11	Module 8 Alcohol and Other Drugs <small>Ch. 15</small>			
		19	__M	P / A	12	Module 8 Alcohol and Other Drugs <small>Drunk Goggles & Traffic Stop Procedures</small>			
		19	__M	P / A	13	Module 9 Adverse Conditions <small>Ch. 12-13</small>			
		19	__M	P / A	14	Module 10 Vehicle Requirements <small>Ch. 17-18</small>			
		19	__M	P / A	15	Module 11 Consumer Responsibilities <small>Ch. 16</small>			
		19	__M	P / A	16	Module 12 Driver Responsibilities <small>Car Seat & Water Safety & Final Exam</small>			

MAKE-UP LESSONS (No more than 10 hours)

Final Grade _____ Total Class Hours 32 Date Started / /19 Date Ended / /19

• I / We hereby certify that the information contained in this record is true and correct

Signature of Instructor

Daniel Cano
Printed Name of Instructor

8284
License Number of Instructor

Signature of Instructor

Luis Rosales
Printed Name of Instructor

3951
License Number of Instructor

• I hereby certify that the information contained in this record is true and correct and I am responsible for all classroom instruction shown on this form.

Signature of Teacher of Record

Luis Rosales
Printed Name of Teacher of Record

3951
License Number of Teacher of Record

• I hereby certify that I have completed the classroom phase and that the information on this record is true and correct

Signature of Student

Printed Name of Student

Date

Signature of Instructor

Issac E. Ruiz
Printed Name of Instructor

4638
License Number of Instructor

TDLR

Signature of Instructor

Arlene Cano
Printed Name of Instructor

3867
License Number of Instructor

Minor / Adult

Individual Student In-Car Record

(C 3052A)

EP E-Z DRIVING SCHOOL

School / Branch #

Name of School

2200 N. LEE TREVINO DR. STE. B5

EL PASO

TX

79936

Classroom Address

City

State

ZIP Code

Printed Name of Student

Street Address

City

State

ZIP Code

Date of Birth (MM/DD/YY)

Driving Permit Number

Expiration Date

Area Code

Phone Number

Mo.	Day	Yr.	Driving Time (i.e. 4:00-6:00 PM)	TOPICS AND TIMES Based on one hour of driving and one hour of observation per day.	Grade	Drive	Observe	Lesson #	Instructor's Initials
		19	__M	Driver Preparation 30 min. Vehicle Movements 30 min. Simulation 90 min.				1	
		19	__M	Vehicle Movements 15 min. Driver Readiness 30 min. Risk Reduction 15 min. Simulation 120 min.				2	
		19	__M	Risk Reduction 30 min. Environmental Factors 30 min. Simulation 120 min.				3	
		19	__M	Environmental Factors 45 min. Distractions 15 min. Simulation 120 min.				4	
		19	__M	Distractions 60 min. Simulation 90 min.				5	
		19	__M	Alcohol and Other Drugs 30 min. Adverse Conditions 30 min. Simulation 90 min.				6	
		19	__M	Vehicle Requirements 30 min. Consumer Responsibility 15 min. Driver Responsibility 15 min. Simulation 90 min.				7	

NO SHOWS:

I / We hereby certify that the information contained in this record is true and correct.

Signature of Instructor: Daniel Cano Printed Name of Instructor: Daniel Cano License Number of Instructor: 8284

Signature of Instructor: Luis Rosales Printed Name of Instructor: Luis Rosales License Number of Instructor: 3951

Signature of Instructor: Frank Villanueva Printed Name of Instructor: Frank Villanueva License Number of Instructor: 9831

I hereby certify that I have completed the entire course and that the foregoing statements on this record are true and correct.

Signature of Student _____ Date _____

Signature of Instructor _____ Printed Name of Instructor _____ License Number of Instructor _____

STUDENT EVALUATION

The purpose of this information is to provide parents and legal guardians with evaluations of student progress and to recommend parental involvement techniques to enhance the driver education training.

Dear Parent:

This is to provide you with an evaluation of _____ who is enrolled in the driver education program. Up to four methods are used to determine evidence of successful completion and mastery in the classroom phase. The following is a summary of your son / daughter's progress.

Name of Student

Unit tests: _____

Written assignments: _____

Skills performance checklist: _____

Comprehensive examinations of knowledge and skills: _____

Instructor Comments: _____

Your son / daughter has received seven hours of behind-the-wheel practice driving and seven hours of observing other student drivers. He / She should have acquired the basic skills necessary in handling a motor vehicle as well as important fundamental knowledge of good driving practices. With this limited practice, he / she is not yet an experienced driver. Your continued cooperation and guidance can help develop additional competence.

Observation of his / her driving indicates that additional practice is needed on the items checked below:

- | | | |
|---|---|--|
| <input type="checkbox"/> Backing the car | <input type="checkbox"/> Angle parking | <input type="checkbox"/> Speed Control |
| <input type="checkbox"/> Right turns | <input type="checkbox"/> Parking upgrade and downgrade | <input type="checkbox"/> Braking Technique |
| <input type="checkbox"/> Left turns | <input type="checkbox"/> Overtaking and passing | <input type="checkbox"/> Situational Awareness |
| <input type="checkbox"/> Choosing correct lanes | <input type="checkbox"/> Heavy-traffic driving | <input type="checkbox"/> Use of mirrors |
| <input type="checkbox"/> Parallel parking | <input type="checkbox"/> Driving under unfavorable conditions | <input type="checkbox"/> Other |

Instructor Comments: _____

While many safe driving skills have been practiced during the course, there has been limited time in which to develop judgment in traffic situations. You can help to develop such judgment further if you point out, as you ride with your son / daughter, traffic situations that may lead to trouble unless good judgment and defensive driving techniques are used.

When, in your opinion, your son / daughter has developed proper attitudes and sufficient skill to be allowed the use of a car, you may wish to assist him / her in making arrangements for a class C license. The completed DE-964 that is needed for your son / daughter to obtain a license is attached. When you feel your child is ready, you may take this document to DPS to arrange his / her license.

Thank you for your cooperation in helping to make this course a success.

Driver Education Instructor

Attachment: DE-964

BEHIND THE WHEEL INSTRUCTION LOG 30 HOURS

Behind-the-Wheel Instruction Guide may be downloaded or printed from www.tdlr.texas.gov/driver

The 30 hours of behind-the-wheel practice must be completed in the presence of an adult who meets the requirements of Section 521.222 (d)(2), Transportation Code before the young driver is eligible for a provisional license. **Only one (1) hour of behind-the-wheel instruction per day will count towards the 30 hours** regardless of the number of hours the student actually drives in a day.

Student's Name: _____ **DL #:** _____

Lesson Time	Practice Session	Date	Time (am/pm)	Daytime Hours	Nighttime Hours	Adult's Signature and DL #
2 hours	<i>Getting Ready, Starting, Placing the Vehicle in Motion, and Stopping</i>			1 hour		
					1 hour	
3 hours	<i>Moving, Stopping, Steering, Knowing Where You Are</i>			1 hour		
				1 hour		
						1 hour
1 hour	<i>Backing</i>			30 minutes		
						30 minutes
4 hours	<i>Turning, Lane Position, and Visual Skills</i>			1 hour		
				1 hour		
				1 hour		
						1 hour
3 hours	<i>Searching Intended Path of Travel</i>			1 hour		
				1 hour		
						1 hour
1 hour	<i>Parking</i>			30 minutes		
						30 minutes
2 hours	<i>Turnabouts</i>			1 hour		
						1 hour
4 hours	<i>Multiple Lane Roadways</i>			1 hour		
				1 hour		
				1 hour		
						1 hour
5 hours	<i>City Driving</i>			1 hour		
				1 hour		
				1 hour		
				30 minutes	30 minutes	
						1 hour
5 hours	<i>Expressway/Freeway Driving</i>			1 hour		
				1 hour		
				1 hour		
				30 minutes	30 minutes	
						1 hour
TOTAL				20 hours minimum	10 hours minimum	

I certify and endorse that the above record is true and correct and my student has completed 30 hours of guided practice which includes at least 10 at nighttime.

Parent/Guardian's Signature (if over 18 years of age student's signature)

Date

When your teenager is eligible for the provisional license take this log, the DE-964 driver education completion certificate and with the other required documents to the Department of Public Safety. Required documents: (1) Valid Learner's License (Instruction Permit); (2) Verification of Enrollment and Attendance Form; (3) DE 964 or course completion certificate; (3) 30 Hours Behind-the-Wheel Practice Log; (4) The vehicle used for the Road Test must be able to pass an inspection where everything works properly, have a valid inspection sticker, valid registration sticker, and current insurance; (5) Money to pay for license.

Impact Texas Teen Drivers (ITTD) Program

Impact Texas Teen Drivers (ITTD) was developed by the Department of Public Safety with the goal of saving lives through awareness and education. The Intent of the program is meant to educate young or new drivers in effort to reduce the risk of being involved in automobile crashes, particularly those caused by distracted driving.

ITTD is a 2-hour informational video that is a prerequisite to the drive skills examination being administered by the Department or a Third Party Skills Testing (TPST) authorized school. ITTD must be viewed after you have received your DE-964, showing completion of a Teen Driver Education course.

Upon completion of the ITTD program you will receive a Certificate of Completion that must be presented prior to administering the drive skills examination. The ITTD Certificate of Completion must be dated within 90 days of the administered skills examination.

ITTD is available through a Third Party Skills Testing (TPST) authorized school or the Department's Impact Texas Teen Drivers website.

ATTENTION: Effective September 1, 2015, if you are taking a teen driver education course, you must complete the ITTD requirement before you will be eligible to take the driving skills exam. This requirement to complete ITTD includes individuals aged 18-24, who choose to complete a teen driver education course.

NOTE: ITTD does not replace the distracted driving module given in the 32 hours of driver education classroom phase. This program has been added to emphasize the ever increasing dangers of distracted driving.

Teens:

In order to test with a Third Party Skills Testing (TPST) authorized school you must be at least 16 years of age, have held a valid learner license for a minimum of six months, completed Teen Driver Education in its entirety and the Impact Texas Teen Drivers (ITTD) course. You must present a completed DE-964 to the Third Party Skills Testing (TPST) authorized school.

Statutory Authority

37 Texas Administrative Code, Section 15.62

To watch video:

1. Go To: <https://impacttexasdrivers.dps.texas.gov/>
2. Select: Impact Teen Texas Driver (ITTD)
3. Select: Register/New User and create your profile
 - In Section: Driver Education Type
 - Select: Licensed
 - School License # C3052 EP E-Z Driving School

