

D \_\_\_\_\_

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 #

DRIVE EXAM ONLY(1) (2) (3) Student Rate \$60.00 Non-Student Rate \$80.00

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 \$50.00

Number of Lessons 7 Length of Course 14 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$50.00 Course Rate \$350.00

CLASSROOM & BEHIND-THE WHEEL INSTRUCTION ONLY

Course Rate \$315.00

CLASSROOM ONLY

Number of Lessons 16 Length of Course 32 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$50.00

Course Rate \$250.00

CLASSROOM INSTRUCTION & DRIVE EXAM

Course Rate \$300.00

BEHIND-THE-WHEEL ONLY

Number of Lessons 7 Length of Course 14 Hrs. Length of Lesson 2 Hrs. Cost per Lesson \$40.00

Course Rate \$275.00

BEHIND-THE-WHEEL & DRIVE EXAM

Course Rate \$300.00

Payment: \$ Date: Total Amount of Contract \$

Payment: \$ Date:

Payment: \$ Date: \*\* Administrative Expenses (up to \$50) \$ N/A

Payment: \$ Date:

A no-show fee of \$40.00 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

IN-CAR CONTRACT EXTENSION-Missing drive lessons must be completed by \_\_\_/\_\_\_/\_\_\_ Rate \$160.00 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.

DE-964 Duplicate (Green Teen Certificate) - Lost, misplaced, stolen, etc. Replacement Rate \$50.00 Parent's initials

Minor/Adult

# 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

\_\_\_\_\_  
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**

2200 N. Lee Trevino Dr. Ste. B5  
El Paso, TX. 79936  
(915)400-4313

**Parent(s)/Guardian & Student  
Agreement Contract Statement**

1. **TIME** – Student must arrive to class, drive lesson or drive exam on time and **be pick up on time** every day.
  - More than 15 minutes late to a drive lesson or drive exam, will have to re-schedule for the next available date
  - Staff will not be held responsible for student if staff has to 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).
  - Please notify us if student will be absent from class
    - Student will have to make up the 2 hours to get credit for the day(s) missed
  
3. **DRIVE LESSONS** – The 7 lessons are broken down into 2 hours per lesson with 2 students at a time.
  - Each student will get 1 hour of drives and 1 hour of observation per lesson
    - 7 hours of drives and 7 hours of observations totaling 14 hours
  - The 7 lessons are required to be completed **12** months from the date when the course began
    - If drive lessons aren't completed by contract end date, \$160.00 contract extension fee will be assessed
  - To cancel or reschedule any drive lessons, **MUST** call our office 24 hours in advance
    - Parent/guardian or student can call or leave a voicemail to cancel drive
    - If no cancellation call/voicemail is received the no show fee will be assessed at every occurrence
      - If any fees are owed student will not be allowed to schedule their final drive or drive exam
  - Parent(s), guardian or any adult 21 or older with a valid driver's license will drive student to give him/her more practice on what the instructor is teaching during the drive lessons
    - As mandated by the state, parent(s)/guardian with a valid driver's license will also need to drive the student for an additional 30 hours (1 hour per day) once student obtains the permit
      - A log will be provided to the student on the last day of class
  - If student arrives for their drive lesson without their permit, he/she will not be allowed to drive (**this will be counted as a no show and the no show fee will be assessed**)
  
4. **SCHEDULE DRIVE LESSONS** – Schedule will be ready the last week of every month for the following month
  - First come first serve (no specific days or times are guaranteed for any student)
  - It is the responsibility of parent(s), guardian or student to call our office to schedule drives
    - One drive per week per student will be allowed
  
5. **ALCOHOL & DRUGS** - If student arrives to class/drive on or drive exam under the influence of any type drugs and/or alcohol, he/ Will not be allowed to drive on their session or exam.
  
6. **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.
  
7. **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 3<sup>rd</sup> week
- Student has paid the course in full (\$0.00 balance)
- If DE-964 is lost, stolen, misplaced etc. a fee of \$50.00 will be assessed to re-issue a duplicate

8. **DRIVER'S LICENSE** – Issued once student has passed date on the back of their permit (if under the age of 18)

- Has the completed the 7 drive lessons 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

9. **DRIVE EXAM** – Can be scheduled once all documents above (#8) are verified and no fees are owed

- Have permit (cannot be expired)
- VOE (verification of enrollment) with no LOC (loss of credit) and not older than 30days
- If student has graduated high school, the diploma can be used
- In the summer, the last report card that was mailed can be used with no LOC (loss of credit)
- Will meet at our Don Haskins office and then taken to the DPS (11612 Scott Simpson) for exam
- Passing score is 70 or above (if student fails after 3 separate attempts, another exam fee will have to be assessed to be able to have another 3 separate attempts)

10. **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

11. **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	
		Parent/Guardian	

STAFF NAME

STAFF SIGNATURE

DATE

\_\_\_\_\_

Minor/Adult

# Individual Student Class Record

(C 3052)  
School / Branch #

EP E-Z DRIVING SCHOOL  
Name of School

11940 Don Haskins Dr. Ste. A-2 El Paso, TX, 79936  
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
		22	_M	P / A	1	Module 1 Traffic Laws <small>Texas Driver Handbook Ch. 1-5</small>			
		22	_M	P / A	2	Module 1 Traffic Laws <small>Road Signs Test</small>			
		22	_M	P / A	3	Module 1 Traffic Laws <small>Road Rules Test</small>			
		22	_M	P / A	4	Module 2 Driver Preparation <small>Ch. 3 &amp; 5 Oversize and Over-weight Vehicle Load</small>			
		22	_M	P / A	5	Module 3 Vehicle Movements <small>Ch. 6-7</small>			
		22	_M	P / A	6	Module 4 Driver Readiness <small>Ch. 14</small>			
		22	_M	P / A	7	Module 5 Risk Reduction <small>IPDE Ch. 4</small>			
		22	_M	P / A	8	Module 6 Environmental Factors <small>Ch. 8-9</small>			
		22	_M	P / A	9	Module 7 Distractions <small>Ch. 10-11</small>			
		22	_M	P / A	10	Module 8 Alcohol and Other Drugs <small>Ch. 15</small>			
		22	_M	P / A	11	Module 8 Alcohol and Other Drugs <small>Ch. 15</small>			
		22	_M	P / A	12	Module 8 Alcohol and Other Drugs <small>Drunk Goggles &amp; Traffic Stop Procedures</small>			
		22	_M	P / A	13	Module 9 Adverse Conditions <small>Ch. 12-13</small>			
		22	_M	P / A	14	Module 10 Vehicle Requirements <small>Ch. 17-18</small>			
		22	_M	P / A	15	Module 11 Consumer Responsibilities <small>Ch. 16</small>			
		22	_M	P / A	16	Module 12 Driver Responsibilities <small>Car Seat &amp; Water Safety &amp; Final Exam</small>			

MAKE-UP LESSONS (No more than 10 hours)


Final Grade \_\_\_\_\_ Total Class Hours 32 Date Started    /    / 22 Date Ended    /    / 22

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

Signature of Instructor \_\_\_\_\_ **Daniel Cano** \_\_\_\_\_ **8284** \_\_\_\_\_  
 Printed Name of Instructor License Number of Instructor  
 Signature of Instructor \_\_\_\_\_ **Luis Rosales** \_\_\_\_\_ **3951** \_\_\_\_\_  
 Printed Name of Instructor 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 \_\_\_\_\_ Printed Name of Teacher of Record \_\_\_\_\_ 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** \_\_\_\_\_ **4638** \_\_\_\_\_  
 Printed Name of Instructor License Number of Instructor

TDLR

Signature of Instructor \_\_\_\_\_ **Arlene Cano** \_\_\_\_\_ **3867** \_\_\_\_\_  
 Printed Name of Instructor License Number of Instructor



Minor / Adult

### Individual Student In-Car Record

(C 3052 )  
School / Branch #

EP E-Z DRIVING SCHOOL  
Name of School

2200 N. LEE TREVINO DR. STE. B5  
Classroom Address

EL PASO  
City

TX.  
State

79936  
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
		22	_M	Driver Preparation ..... 30 min. Vehicle Movements ..... 30 min. Simulation ..... 90 min.				1	
		22	_M	Vehicle Movements ..... 15 min. Driver Readiness ..... 30 min. Risk Reduction ..... 15 min. Simulation ..... 120 min.				2	
		22	_M	Risk Reduction ..... 30 min. Environmental Factors ..... 30 min. Simulation ..... 120 min.				3	
		22	_M	Environmental Factors ..... 45 min. Distractions ..... 15 min. Simulation ..... 120 min.				4	
		22	_M	Distractions ..... 60 min. Simulation ..... 90 min.				5	
		22	_M	Alcohol and Other Drugs ..... 30 min. Adverse Conditions ..... 30 min. Simulation ..... 90 min.				6	
		22	_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      8284  
Printed Name of Instructor      License Number of Instructor

\_\_\_\_\_  
Signature of Instructor      Luis Rosales      3951  
Printed Name of Instructor      License Number of Instructor

\_\_\_\_\_  
Signature of Instructor      \_\_\_\_\_      \_\_\_\_\_  
Printed Name of Instructor      License Number of Instructor

• 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

TDLR

DE-020-3-BTW (Rev. 5/25/17)

\_\_\_\_\_  
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. <----- (Circle One)

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

