

## Roadworthy Driving Academy, Inc.

1248 FM 78 Ste. 104

Schertz, Texas 78154

(210) 945-7600

www.rda4u.com

Student's Name: \_\_\_\_\_ M or F Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Please Print) **Last**                      **First**                      **Middle**                      circle one                      mm dd year

Student's Address: \_\_\_\_\_ Student Phone \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_ Parent Phone \_\_\_\_\_

High school: \_\_\_\_\_ Parent E-mail \_\_\_\_\_

### *Preferred Package     \$525*

> I Am Road Ready 32 hr online class     \$11.72 per hour > 5 hours driving required     \$100 > Non-refundable Admin Fee     \$50 > Extra driving sessions (sessions = 1 hr drv/ 1 hr obs)     \$100/\$125 (as needed)	> 8 hours simulation required     Included > 5 hours observation required     Included > Official Road Test     \$125 Additional
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\*NO REFUND will be issued once all drive sessions are completed

OTHER CHARGES: Gas surcharge \$3/drive when gas is >\$3.00 per gal. • Returned Check Fee: \$35 • Re-Enrollment fee \$100 • No Show/Late Cancellation fee \$35

- 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 student.
- The school is prohibited from issuing a DEE-964 if the student has not met all of the requirements for course completion, and the student should not accept a DEE-964 under such circumstances.
- This driver education school maintains vehicle insurance as required by Transportation Code, Chapter 601, and uninsured or under-insured coverage. Maximum medical insurance coverage for students in car training is \$2,500.
- **Roadworthy Driving Academy strongly recommends drive lessons be scheduled as soon as simulators are completed. Students should schedule at least one drive a month. DO NOT WAIT TILL THE END OF YOUR CONTRACT TO BEGIN SCHEDULING YOUR DRIVE LESSONS. YOU WILL BE UNABLE TO COMPLETE YOUR DRIVES IN THE ALLOTTED TIME. If you do not finish within the 7 months a \$100 re-enrollment fee will apply.**

Roadworthy Course begins \_\_\_\_/\_\_\_\_/\_\_\_\_

**All classroom and laboratory (in-car) instruction must be completed by within 7 months no later than \_\_\_\_/\_\_\_\_/\_\_\_\_.**

**If you do not finish within the 7 months a \$100 re-enrollment fee will apply.**

Full payment must be made by \_\_\_\_/\_\_\_\_/\_\_\_\_.

If full balance has not been paid by this date, student account will be deactivated from scheduling drive sessions until payment is made. If you need assistance with payments please do not hesitate to ask.

***By signing you agree to and understand the terms listed above.***

\_\_\_\_\_  
 Printed Name of Parent /Guardian/ Student (if over 18)                      Signature of Parent /Guardian/ Student (if over 18)                      Date

\_\_\_\_\_  
 Signature of School Director or Staff Member                      Date \_\_\_\_\_

Amount due: _____	Date: cash/ck/cc _____	Date: cash/ck/cc _____	Date: cash/ck/cc _____
DPS Test: + _____	Bal Forward: _____	Bal Forward: _____	Bal Forward: _____
Other disc. - _____	Payment: - _____	Payment: - _____	Payment: - _____
Total Due. _____	Balance: _____	Balance: _____	Balance: _____

STUDENT NAME \_\_\_\_\_

My initials below signify that I do not want my son/daughter to receive individual (one-on-one) instruction. I understand that my decision may delay the behind-the-wheel training if another student cannot be scheduled with him/her.  
**PARENT'S INITIALS IF ONE-ON-ONE DRIVING IS REFUSED** \_\_\_\_\_

### **REFUND POLICY**

1. Refund computations will be based on actual instruction received through the last date of attendance.
  2. 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 tested by the school or b) the date of receipt of written notice from the student.
  3. If tuition is collected in advance of entrance and, if after the expiration of the 72-hour cancellation privilege the student does not enter school, terminates enrollment, or withdraws, the school may retain up to \$50.00 administrative expenses and, from the remainder, shall refund that portion of the classroom tuition and fees for services not previously received by the student.
  4. Refunds for items of extra expense to the student, including instructional supplies, books, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, will be made within 30 days after the effective date of enrollment termination, if items are stated separately and shown as part of the date furnished to the student before enrollment.
  5. 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.

### **ATTENDANCE / ABSENCE POLICY**

1. The students must have their valid driving permit with them on all driving lessons or the student will not be allowed to drive. In the event that a student does not have their permit or does not show up at their scheduled driving appointment, a fee of **\$35.00** will be applied. This fee may also be incurred if a scheduled driving appointment is not canceled with a minimum of 24 hours notice. Scheduling and canceling student drive times will be done by the student or parents on the Internet at [www.schedule2drive.com](http://www.schedule2drive.com). This service provides 24/7 access for viewing the student record and for scheduling, canceling, and rescheduling drive times. After the student receives his/her permit number from the Department of Public Safety, the student will provide the driving school with the permit number to activate his account for scheduling.
2. If the contract is due to expire and drive times are not completed a **\$100 re-enrollment fee may be assessed**.
3. Please be sure students are picked up in a timely manner.

### **GRADING & PROGRESS POLICY**

1. Appropriate standards shall be implemented to ascertain the progress of the students. Progress standards shall meet the requirements of the current rules adopted by the commissioner of education.
2. This progress evaluation record shall be of type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subject matter within the allotted time provided in this contract.
3. A rating system will be used for in car lessons. Instructors will communicate this rating system with the student and each rating shall be notated in the student's schedule2drive.com account for parent review. In addition, each student will be given 2 things they did well and something to work on in practice with their parent.

### **RULES OF OPERATION AND CONDUCT**

A student or prospective student may be dismissed or barred for tardiness, drunkenness or consumption of alcohol on the premises, rude, vulgar or disruptive behavior, unlawful activity; smoking or using tobacco products; using a cell phone or being generally inattentive (texting, sleeping, reading, etc.). Parents / guardians making unreasonable demands may also be grounds for dismissal. Students terminated for violating rules of conduct may be readmitted at the discretion of the School Director.

### **NOTICE TO PARENTS AND GUARDIANS FROM THE TEXAS DEPT OF LICENSING & REGULATION**

1. Texas Dept. of Licensing and Regulation licenses this driver education school and its instructors. As the parent or guardian of a teenager, you are entitled to know the minimum requirements of a teen driver education course.
2. There are thirty-two (32) required hours of classroom instruction. The classroom instruction phase shall be completed within the timelines stated in this contract and all 32 hours must be attended and successfully completed or made up. Only two (2) hours of scheduled classroom instruction are permitted per day. Not including makeup days.
3. Your teen must attend the first six (6) hours of classroom instruction before a learner's permit will be issued by DPS.
4. Driver Education requires a specified number of hours of simulation, observation, and actual driving.
5. There is a maximum of five (5) hours of driver training activities per day. These activities include Online classroom, behind-the-wheel driving, and simulator training. In-car observation time is unlimited.
6. If your teen transfers to another school or driver training program, timelines may change and credits for classroom and/or in-car training may not be transferable to the new driver training school.
7. Driving and observation must be completed within the timelines stated in this contract. (Note: During peak enrollment periods, in-car instruction times could be subject to availability.)

IF YOU HAVE REASON TO BELIEVE THAT THESE MINIMUM REQUIREMENTS ARE NOT BEING MET, PLEASE CALL TEXAS DEPT. OF LICENSING AND REGULATION AT 512-463-6599.

**Parent Initials**