



Teen Driver Education - Enrollment Contract

Program Overview

Classroom instruction takes place Monday-Thursday along with assigned, mandatory in-car instruction. All instruction hours will be determined at the time of registration and cannot be changed or rescheduled after payment has been made. The program is open to students ages 15 to 17 only. **Students must be at least 15 at the time of registration and cannot turn 18 before the course has been completed.**

Enrollment

Enrollment is done in-person at the Continuing Education office in Gregory D. Williams Hall. Parents or guardians must bring the social security card of the student and Verification of Enrollment (VOE) form. The student's social security card must be the actual card, not a copy, and not a letter or receipt. The VOE can be obtained from the attendance office of the school or the administration office. **The name on both documents must match exactly.** Tuition is \$396.00 and is due at the time of registration.

Attendance

The Driver Education program is composed of 32 classroom hours and 14 driving hours. The state requires that students attend in-class and in-car instruction for a minimum number of hours, **allowing for only one absence.** That absence must be made up on the designated make-up day. **If a student is more than 15 minutes late, it will be counted as an absence.** If a student arrives less than 15 minutes late to class, that time must be made up after class. Driving time consists of 7 hours behind the wheel and 7 hours of observation time. Drive time is divided into increments of 30 minutes to an hour. Make-up driving hours are billed at \$25.00 per hour and are the responsibility of the parent/guardian. Students who have more than one absence will be automatically dropped and held responsible for re-enrolling within 60 days. There is no guarantee in the availability of enrollment as it is done on a first come, first served basis. Students will not receive a certificate until all program requirements have been satisfied. Since driving absences affect the student's driving partner, students are asked to contact the instructor to notify him/her of the absence and arrange an alternate time in accordance with the instructor's availability.

Cancellation Policy

For any classes or programs cancelled by the college, a full refund will be issued. For withdrawals, 100% of the tuition will be refunded if the drop form is received up to 3 business days prior to the first day of class. No refund is given if the drop form is not received prior to 3 days before the first day of class.

Important Notes for Parents/Guardians

Students will go to DPS at the end of the first week of class to test for their learner's permit and will only drive in the parking lots on campus until the permit is obtained. Students must have a licensed driver over the age of 21 in the front seat of the vehicle at all times and must not have more than one teenager in the car that is not a sibling. Certificates will be ready 2 weeks after the last day of the course. A parent or guardian must pick up and sign for the certificate. Students may get their provisional license after 6 months or their 16th birthday, whichever comes **last**. During the 6-month waiting period, students must complete the 30-hour minimum behind-the-wheel drive log. At the end of the 6 months, students will watch a video from Texas Impact Teen Drivers and print out a certificate.



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Parent/Guardian and student, please initial all statements below to state that you understand and agree to all of the following information:

_____ Student and parent/guardian have viewed the mandatory orientation video online at <http://tiny.cc/8e9spz>

_____ Odessa College's Teen Driver Education program is composed of 32 classroom hours and 14 driving hours. Students are allowed only **one** absence which must be made up on the designated make-up day. Arriving 15 minutes or later to class will result in an absence. Students must make up any missed class time as a result of being less than 15 minutes late to class. It is the responsibility of the parent/guardian and student to be on time for every class and driving session.

_____ It is the responsibility of the parent/guardian to obtain a learner's permit from DPS **within the first week of class** and to bring the learner's permit to each driving lesson thereafter. Students will not be allowed to drive if the learner's permit is not present, which may result in make-up arrangements and fees.

_____ If a drop form is approved by the Continuing Education office 3 days prior to the first day of class, a 100% tuition refund will be granted. **No refund will be issued after the 1st class day.** Students who fail to meet program requirements will forfeit all tuition.

_____ If the class is dropped or failed, students must complete another Driver Education program within 60 days from the last day of the failed or dropped class to qualify for tuition transfer or the tuition will be forfeited. If the driving portion of the program is failed, the parent/guardian is responsible for the driving fees that are applicable for the 14 hours of instruction retaken.

_____ In some cases, driving make-ups will be done with the individual student without their designated student partner. Initial to approve one-on-one instruction with the licensed instructor for the purpose of in-car instruction.

_____ Odessa College maintains a business insurance policy for vehicles with coverage as required by the Transportation Code, Chapter 601, and uninsured or underinsured coverage. Odessa College is prohibited from issuing a DE-964 if the student has not met all of the requirements for course completion. The student should not accept a DE-964 under such circumstances. This agreement constitutes the entire contract between the student, assurance or promises not contained herein shall not bind the school or the student. Any grievances not resolved by the school may be forwarded to TDLR, Enforcement Division, PO Box 12157, Austin, TX, 78711.

_____ Both parent/guardian and student have watched the Orientation video on the Odessa College Continuing Education website.

I understand and agree to the statements outlined in this enrollment contract and the attached registration form.

Student signature: _____

Date: _____

Parent/guardian signature: _____

Date: _____