



## Teen Driver Education - Enrollment Contract

### PROGRAM OVERVIEW

Classroom instruction takes place Monday-Thursday along with assigned, mandatory in-car instruction. All In-Car Driving Instruction hours will be assigned after enrollment. Driving practice is in addition to classroom hours. Driving Practice is typically 2-3 days per week. 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 ECISD administration office. (Home Schooled students have their forms signed by parents). The name on both documents must match exactly. **Tuition is \$500.00** and is due at the time of registration. There is no guarantee in the availability of enrollment as it is done on a first come, first served basis.

### ATTENDANCE

The Driver Education program is composed of 24 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 or Additional Driving Hours are billed at \$30.00 per hour and are the responsibility of the parent/guardian. Students who have more than one absence that is not made up, will be automatically dropped and held responsible for re-enrolling within 60 days. Parents must contact the Driver's Ed Instructor to arrange for the hours to be made up. It may be necessary for a student to come back during the next month to make up the required number of hours in class. 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 the 3rd day of class.

### IMPORTANT NOTES FOR PARENTS/GUARDIANS

Students will go to DPS at the end of the first week of class to take the computer test for their learner's permit and will only drive in the parking lots on campus until they obtain that permit. While they have a Learner's Permit 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 available 10-14 business days after the last day of the course. After the class ends, students may test for their provisional license after a period 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, students must have a licensed driver over the age of 21 in the front seat at all times. If they are caught driving without an adult, they will have to appear before a judge. The judge may make them wait until the student is 18 yrs old to get their license.



## Teen Driver Education - Enrollment Contract

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 agree to attend the Mandatory Orientation Meeting before class.

\_\_\_\_\_ Odessa College's Teen Driver Education program is composed of 24 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.

\_\_\_\_\_ Parents/guardians are responsible for scheduling the student's Learner's Permit appointment with DPS for any date after the third day of class. Appointments must be made online and should be scheduled as soon as the student is enrolled. Students must bring their Learner's Permit to all driving lessons. No driving will be allowed without a valid permit, which may result in missed or make-up lessons and additional fees. Students must obtain their Learner's Permit by the **10th classroom hour (second week of class)**. Students without a permit may continue classroom instruction; however, any required driving time not completed during the scheduled session will incur an **additional fee of \$30 per hour**.

\_\_\_\_\_ 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 3rd day 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 session 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 not passed or is incomplete, or if the student needs additional In-Car Driving Practice, the parent/guardian is responsible for the driving fees that are applicable for the up to 14 hours of instruction retaken at a rate of \$30 per hour.

\_\_\_\_\_ In some cases, driving make-up hours will be done with the individual student without their designated student partner. One-on-one In Car Driving instruction with the licensed instructor must be approved by a parent. Otherwise, the parent might be asked to ride with the student in place of a partner.

\_\_\_\_\_ 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.

\_\_\_\_\_ Parents and Students agree to adhere to classroom behavior policies, including restrictions on cell phone usage in class as well as in the car during driving practice.

\_\_\_\_\_ Certificates of Completion will be ready 10-14 business days after the course has ended. The student or their parent/ guardian will need to come in to sign for the certificate. They are not mailed or emailed.

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

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_