VARIANCE POLICY

Sample

Exhibit H-2

(**C**_____) _____
School / Branch # Name of School

TIME LIMITS: Each teen student who is enrolled in the driver education course at this school shall complete the required instructional hours within the timelines specified in the original student enrollment contract.

CONSEQUENCES: Failure to meet those timelines will mean loss of all training credit associated with that particular phase.

EXCEPTIONS: Variances (extensions) to contractual timelines may be granted by the school owner on a case-by-case basis.

CONDITIONS: In order for a variance to be granted, it must be agreed to in writing by the parent or guardian and signed by all parties before the ending timeline of the original contract. Please briefly state the reason for the variance here and place this document in the student's file.

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The student, _____, is granted a variance to complete their driver education training no later than _____.

_____	_____	_____	_____
School Director or Designee Signature	Date	Parent/Guardian Signature	Date