

DRIVER EDUCATION STUDENT ENROLLMENT CONTRACT

Teen 24-Hour Course For Students 14 to Under 25

TDLR SAMPLE FORM

PROVIDER INFORMATION

(C _____) _____
Provider License # Provider Business Name (As Printed on License)

Provider Email Address (_____) _____
Provider Phone #

Provider Business Address _____ City _____ State _____ ZIP Code _____

STUDENT INFORMATION

Printed Full Legal Name of Student _____/_____/_____
Date of Birth (MM/DD/YY) _____ Learner License # _____

Student Email Address (_____) _____
Student Phone #

Student Mailing Address _____ City _____ State _____ ZIP Code _____

PARENT/LEGAL GUARDIAN INFORMATION

Printed Full Legal Name of Parent/Legal Guardian

Parent Email Address (_____) _____
Parent Phone #

Parent Mailing Address _____ City _____ State _____ ZIP Code _____

☐ CLASSROOM ONLY

Length of Course _____ Hrs. Length of Lesson _____ Hrs. Number of Lessons _____ Cost per Lesson \$ _____ Course Rate \$ _____

Course Delivery Method: ☐ In-Person ☐ Online ☐ Parent Taught

☐ BEHIND-THE-WHEEL ONLY

Length of Course _____ Hrs. Length of Lesson _____ Hrs. Number of Lessons _____ Cost per Lesson \$ _____ Course Rate \$ _____

☐ CLASSROOM & BEHIND-THE-WHEEL INSTRUCTION – FULL COURSE

Length of Course _____ Hrs. Length of Lesson _____ Hrs. Number of Lessons _____ Cost per Lesson \$ _____

Length of Course _____ Hrs. Length of Lesson _____ Hrs. Number of Lessons _____ Cost per Lesson \$ _____ Course Rate \$ _____

First Payment: \$ _____ Date: _____ Administrative Expenses (up to \$50) \$ _____

Second Payment: \$ _____ Date: _____

Third Payment: \$ _____ Date: _____ Total Course Tuition \$ _____

*Final payment must be received before graduation

Classroom instruction begins ____/____/____ at ____:____.M. and is expected to end ____/____/____.
(MM/DD/YY) (HH:MM, A.M./P.M.) (MM/DD/YY)

All classroom make-up assignments and in-car instruction must be completed by ____/____/____.
(MM/DD/YY)

Parent's initials concerning dates _____

ADDITIONAL FEES (OPTIONAL)

This section is optional and reserved for any fees that the provider will charge which are out of the scope of the above tuition fees. Includes, but is not limited to: fast pass in car schedule, duplicate certificate of completion fee, record correction fee, reschedule fee, no-call no-show fee, etc.

Duplicate certificate of completion fee	\$

Additional Fees Total \$ _____

NOTICE TO PARENTS AND GUARDIANS

As the parent or guardian of a teenager, you are entitled to know the minimum requirements of a teen driver education course.

- Texas Transportation Code 521.1601 requires an individual younger than 25 years of age to complete a driver education course.
- The teen driver education course is for students aged 14 to under 25 years old. It must consist of the following:
 - A minimum of twenty four (24) hours of classroom instruction from an instructor who is currently licensed by the department. Your teen must complete Module One as described in the Program of Organized Instruction for Driver Education and Safety before a DEE-964 certificate can be issued.
 - Seven (7) clock hours of in-car driving instruction and an additional seven (7) clock hours of in-car observation are required. Only two (2) hours of behind-the-wheel instruction are permitted per day. Simulation hours cannot be substituted for the behind-the-wheel instruction.
 - Thirty (30) additional clock hours of behind-the-wheel supervised practice, including at least 10 hours of nighttime practice. Practice must be done in the presence of a person at least 21 years of age, has at least one year of driving experience, and holds a valid driver license. The thirty (30) hours must be certified by a parent or guardian, or designated person. Only two (2) hours of behind-the-wheel supervised practice are permitted per day.
- The classroom instruction phase shall be completed within the timelines stated in this contract and all hours must be attended and successfully completed or made up. If a student fails to successfully complete all classroom hours, this school is required to contact DPS and cancel the learner's permit.
- 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 Education provider.
- The entire driver education course 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 OR HAVE A COMPLAINT, PLEASE FILE YOUR COMPLAINT ONLINE AT [HTTPS://WWW.TDLR.TEXAS.GOV/COMPLAINTS-AND-ENFORCEMENT/](https://www.tdlr.texas.gov/complaints-and-enforcement/)**

ATTENDANCE AND MAKE-UP POLICY

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. The student must assume responsibility to make up any time missed.

Parent's initials _____

GRADING POLICY

Progress standards must meet the requirements of the current rules adopted by the commissioner of education. 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:

- Unit tests
- Written assignments
- Skills performance checklist
- Comprehensive examinations of knowledge and skills

Parent's initials _____

RULES OF OPERATION AND CONDUCT

Persons age 14 to under 25 years of age must successfully complete either the minor and adult driver education course or the adult driver education course. Partial completion of the course does not satisfy the requirements of rule or law. A student or prospective student may be dismissed or barred from the class for any of the following:

- Excessive tardiness
- Drunkenness or consumption of alcohol on the premises
- Rude, vulgar or disruptive behavior
- Smoking or using tobacco products
- Being generally inattentive (sleeping, reading, etc.) during class

Students terminated for violating rules of conduct may be readmitted at the discretion of the school owner or authorized representative.

Parent's initials _____

CANCELLATION POLICY

A full refund of all money paid by the student must be given if:

- The student cancels the enrollment contract before midnight of the third day (72 hours) after the date the student signed the enrollment contract.
- The student provides proof that enrollment was due to misrepresentation in advertising or promotional materials of the school or course provider or due to misrepresentation made by an owner or employee of the school or course provider.

A student is not eligible for a full refund if the student successfully completes the course or receives a failing grade on the comprehensive course examination.

Parent's initials _____

TERMINATION POLICY

If a student does not enter the course, withdraws, or is terminated from the course at any time before completion, refunds are based on the period of enrollment and calculated based on course time expressed in clock hours.

The effective date of the termination can be based on any of the following:

- The last day of attendance, if the student's enrollment is terminated by the provider.
- The date the provider receives written notice from the student.
- The 10th school day after the last day of attendance.

If full tuition is collected in advance prior to the beginning of the course and the student does not attend, withdraws, or enrollment is terminated, the provider must both:

- Retain not more than \$50 from the total course tuition as an administrative expense.
- Refund all fees or remaining tuition amounts that correspond to services the student does not receive.

The provider must refund items that required the student to pay extra fees, including instructional supplies, books, laboratory fees, service charges, rentals, deposits, and all other charges. Refunds for these items must be completed if either of the following occurs:

- Extra expenses are stated separately from class tuition and are shown in the information provided to the student prior to enrollment.
- The student returns any property and items belonging to the provider that were in the student's possession.

All refunds must be completed before the 30th day after the effective date of enrollment termination.

Parent's initials _____

DISCONTINUED COURSE POLICY

If the discontinuation of the course prevents the student from completing the course, all tuition and fees paid by the student become refundable. If a written request for a refund is provided by the student, the request must be fulfilled within thirty (30) days after receipt of the request.

Parent's initials _____

ACKNOWLEDGMENT

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 _____

A licensed school or instructor is prohibited from issuing a DEE-964 certificate 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.

Parent's initials _____

This agreement constitutes the entire contract between the school and the student, and verbal assurances or promises not contained herein shall not bind the school or the student.

Parent's initials _____

This driver education school maintains business vehicle insurance as required by the Transportation Code, Chapter 601, and uninsured or under-insured coverage.

Parent's initials _____

Any grievances not resolved by the provider may be forwarded to the Texas Department of Licensing and Regulation, Driver Education and Safety, P.O. Box 12157, Austin, Texas 78711, or by facsimile to (512) 463-9468, or electronically to: <https://www.tdlr.texas.gov/help/>. The current telephone numbers of the department are 800-803-9202 or (512) 463-6599.

Parent's initials _____

READ ENTIRE CONTRACT BEFORE SIGNING

A copy of the contract must be given to the parent and a copy maintained by the school in the student record.

Signature of Student – 18 years of age or older _____ Date _____

Signature of Parent / Legal Guardian – student younger than 18 _____ Printed Name of Parent / Legal Guardian _____ 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** _____