

School: **T&D Driving Academy** #C0207

Phone: **903-454-4544**

**2610 Poplar Street, Ste. D  
Greenville, Texas 75402**

Student Full Name (Print): \_\_\_\_\_

DOB: \_\_\_\_\_

Driver's License # (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Student Phone #: \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

### OFFICE USE ONLY

Course Section #: \_\_\_\_\_ Class Times: \_\_\_\_\_ Dates: \_\_\_\_\_ - \_\_\_\_\_ **Behind the Wheel Instruction** Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ *Minors who don't finish the 14 hour behind-the-wheel instruction within 6 months will pay a \$\_\_\_\_\_ reinstatement fee.*

#### Terms and Pricing:

- ☐ **Classroom Instruction (Minor/Adult Driver Education and Safety)** Classes are held at the T&D Driving address.

**MINORS: Cost \$** \_\_\_\_\_

Number of Lessons (Signs & Laws): \_\_\_\_\_

Length of each Lesson: \_\_\_\_\_ hrs

Cost: \$ \_\_\_\_\_

Sportsmanlike Driving: \_\_\_\_\_

Length of each Lesson: \_\_\_\_\_ hrs

Cost: \$ \_\_\_\_\_

**ADULTS: Cost \$** \_\_\_\_\_

Number of Lessons: \_\_\_\_\_

Length of each Lesson: \_\_\_\_\_ hrs

Cost: \$ \_\_\_\_\_

**Classroom \$** \_\_\_\_\_

- ☐ **Behind-the-Wheel Instruction (Minor/Adult Driver Education and Safety)**

**MINORS:**

Number of Lessons: \_\_\_\_\_

Length of ea. Lesson: \_\_\_\_\_ hrs

Cost: \$ \_\_\_\_\_

One-on-One: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

**ADULTS Private Lessons:**

Number of Lessons: \_\_\_\_\_

Cost per Lesson: \$ \_\_\_\_\_

Cost: \$ \_\_\_\_\_

One-on-One: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

**Behind-the-Wheel \$** \_\_\_\_\_

- ☐ **Third Party Driver Test**

Cost of Car: \$ N/A

Cost of Test: \$ \_\_\_\_\_ non-Student

Cost: \$ \_\_\_\_\_

Cost of Test: \$ \_\_\_\_\_ T&D Student

**TOTAL COST: \$** \_\_\_\_\_

- ☐ **Payment Plan**

**Payment 1: \$** \_\_\_\_\_

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

RECEIPT/Transaction Number: \_\_\_\_\_

**Payment 2: \$** \_\_\_\_\_

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

RECEIPT/Transaction Number: \_\_\_\_\_

- ☐ **Pay in Full :** \_\_\_\_\_

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

Receipt/Transaction Number: \_\_\_\_\_

**Administrative Fees | Cancellation | Refunds | Termination | Discontinued Course Policy:**

- (a) Once enrolled, a full refund less an administrative fee of \$50 will be assessed should the student elect to drop out of the DE program before the 6th hour of classroom instruction, or should the student be terminated for violating course policy as outlined below in §c of School Policies and Procedures. All other refunds for termination in accordance with §c herein shall reflect the remaining total cost per hour of materials and instruction not provided less any applicable fees assessed as outlined below in §c of School Policies and Procedures.
- (b) A full refund shall be paid when an enrollee is not accepted by the school or 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 representative of the school
- (c) The effective date of the termination for refund purposes will be the earliest of the following: 1. the last day of attendance, if the student is terminated by the school (see §c of School Policies and Procedures); 2. the date of receipt of written notice from the student.
- (d) Refunds, where applicable, shall be completed within 30 days after the effective date of termination.
- (e) A \$\_\_\_\_\_ "NO SHOW" fee shall be assessed if a student fails to cancel a scheduled in-car lesson 12 hours prior to their appointment.

**School Policies and Procedures**

## a. Attendance / Absence

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. If a student is absent in excess of 10 classroom hours, the student enrollment will be terminated from that class. Makeup assignments will be administered as needed and in a manner dictated by the classroom instructor. Parent initials \_\_\_\_\_

## b. Grading / Progress

Progress standards must meet the requirements of the current rules adopted by the Texas Department of Licensing & Regulation (TDLR). 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: 1) unit tests; 2) written assignments; 3) skills performance checklist; and 4) comprehensive examinations of knowledge and skills.

Parent initials \_\_\_\_\_

## c. Rules of Operations and Conduct

A student or prospective student may be dismissed or barred from the school for tardiness; drunkenness, or obvious signs or drug use; rude, vulgar or disruptive behavior; smoking or using tobacco products; using a cell phone during class or in the car; or being otherwise inattentive (sleeping, texting, reading, etc.), and destruction of school property (note: damages will be assessed and deducted from any applicable refunds or charged to the student account). Students terminated for violating rules of conduct may only be readmitted at the discretion of the school director. Parent Initials \_\_\_\_\_

## d. Student Data

All student data, digital and hard copy, shall be kept in a secure area of the school and/or held in encrypted or password protected format on secured server accounts held only by T&D Driving. T&D Driving Academy shall never give away or sell student data to any third party entities.

**Statements of Affirmation and Acknowledgements:**

- I have been furnished a copy of the school tuition schedule; cancellation and refund policy; and school regulations pertaining to absence, grading policy, and rules of operation and conduct. Parent initials \_\_\_\_\_
- The school is prohibited from issuing a DE-964 or ADE-1317 if the student has not met all the requirements for course completion, and the student should not accept a DE-964 or ADE-1317 under such circumstances. Parent initials \_\_\_\_\_
- This agreement constitutes the entire contract between the school and the student, and assurances or promises not contained herein shall not bind the school or the student. Parent initials \_\_\_\_\_
- I further acknowledge that any grievances not resolved by the school 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 (800-803-9202 or 512-463-6599) shall also be provided. Parent initials \_\_\_\_\_
- The school maintains a business insurance policy for vehicles with coverage as required by Texas Transportation Code, Chapter 601, and uninsured or underinsured motorist coverage. Parent initials \_\_\_\_\_

**READ THE ENTIRE CONTRACT BEFORE SIGNING (See Attachment "A" Adult Signature List as allowed by TDLR Section 84.82--8)**

Note: A copy of the contract must be given to the parent and a copy maintained by the school and kept in the student file for at least three years.)

\_\_\_\_\_  
Signature of Student -- 18 years of age or older (A)

\_\_\_\_\_  
Printed name of Student -- 18 years or older

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian -- younger than 18

\_\_\_\_\_  
Printed name of Student -- younger than 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Representative      DET#

\_\_\_\_\_  
Printed Name of School Representative

\_\_\_\_\_  
Date

**Student Enrollment Contract**  
**Attachement A (Adult DE Student Enrollment Contract Signature List)**

Minor/Adult

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
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18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_