

February 18th – March 8th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	#1	#2	#3	#4	#5	#6
24	25	26	27	28		
	#7	#8	#9	#10		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					#11	
3	4	5	6	7	8	9
	#12	#13	#14	#15	#16	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKDAY CLASSES ARE 4:30-6:30PM
THE SATURDAY CLASS IS 10:00AM-12:00PM

READ ENTIRE CONTRACT BEFORE SIGNING

TUITION POLICY

Half of the total tuition is due on/before the first scheduled day of class. The remaining balance is due by the last scheduled day of the classroom course, regardless of any make up class(es) owed.

- DE-964 certificates will not be issued until ALL tuition is paid.

For the Blitz program: first payment of \$200 is due on the initial day of class. DE-964 certificate will be issued upon completion of the first six (6) classroom hours.

Remaining balance must be paid when the student returns for the seventh (7th) hour of class.

Tuition for Drive-Only package is due upon signing of contract.

A one-time fee of \$10.00 is due to Schedule2Drive.com in order to schedule driving lessons. This is to be paid online after the student receives their permit.

Parent's Initials _____

REFUND POLICY

Refund computations will be based on actual instruction received through the last date of attendance.

The effective date of termination for refund purpose will be the earliest of the following: (a) the last day of attendance, if the student is terminated by the school; (b) the date of written notice from the student; or (c) the 10th school day following the last day of attendance.

If tuition is collected in advance of entrance and **if after the expiration of the 72-hr cancellation privilege, the student does not enter school, terminates enrollment, or withdraws, the school may retain up to \$50 administrative expenses; and, from the remainder, shall refund that portion of the classroom tuition and fees and behind-the-wheel tuition and fees for services not previously received by the student.

Refunds for items of extra expense to the student including instructional supplies, books, laboratory fees, service charges, rentals, deposits and other ancillary misc. charges, will be made within 30 days after the effective date of enrollment termination if these items are stated separately and shown as part of the data furnished the student before enrollment.

A full refund of tuition and fee is due and refundable in each of the following cases: (a) when an enrollee is not accepted at the school. (b) the course of the instruction is discontinued by the school at this location; or (c) 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 representation of the school.

Refunds shall be completed within 30 days after effective date of termination.

Parent's Initials _____

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract before midnight of the third day, excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed by the prospective student, unless the student has completed the course and accepted a certificate of completion during that period.

Parent's Initials _____

STUDENT 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. I further realize that any grievances not resolved by the school may be forwarded to: Texas Department of Licensing & Regulation at P.O. Box 12157 Austin, TX 78711; or Toll-Free at (800) 803-9202

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

. The school is prohibited from issuing a DE-964 if the student has not met all of the requirements for course completion, and the student should not accept a DE-964 under such circumstances.

. This agreement constitutes the entire contract between the school and the student and no verbal assurances or promises not contained herein shall bind the school or the student.

. The student acknowledges that he/she is responsible for producing any additional information given to them about the process of completing the driver's education course to their parents/guardians.

Parent's Initials _____

DRIVER EDUCATION ENROLLMENT POLICIES

GRADING / PROGRESS

Appropriate standards shall be implemented to ascertain the progress of the students. Progress standards shall 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: 1) unit tests; 2) written assignments; 3) skills performance checklist; and 4) comprehensive examinations of knowledge and skills. The progress evaluation record shall be of the type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subject matter within the allotted time provided in this contract.

Any student who is 14 when taking the classroom portion will have an automatic contract extension 6 months from their 15th birthday.

Parent's Initials _____

RULES OF OPERATION AND CONDUCT

A student or prospective student may be dismissed or barred from the class for tardiness; drunkenness or consumption of alcohol on the premises; rude, vulgar or disruptive behavior in the classroom; smoking or using tobacco products; or being generally inattentive (sleeping, reading, etc.) during class. Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

Parent's Initials _____

NOTICE TO PARENTS AND GUARDIANS FROM THE TEXAS EDUCATION AGENCY

The Texas Education Agency licenses this driver education school and its instructors. As the parent or guardian of a teenager, you are entitled to know the minimum requirements of a teen driver education course.

. There are thirty-two (32) required hours of classroom instruction. The classroom instruction phase shall be completed within the timelines stated in this contract and all 32 hours must be attended and successfully completed or made up. Only two (2) hours of scheduled classroom instructions are permitted per day.

. Your teen must attend the first six (6) hours of classroom instruction before a learners/s permit will be issued by DPS.

. Seven (7) clock hours of in-car driving instruction and an additional seven (7) clock hours of in-car observation are required.

. There is a maximum of five (5) hours of driver training activities per day. These activities include scheduled classroom, make-up classroom, behind-the-wheel driving, and simulator training. A two-hour session of behind-the-wheel instruction may be offered once during the behind-the-wheel phase of instruction for each student.

. 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 training school.

. In-car driving and observation 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 IF YOU HAVE A COMPLAINT, PLEASE CONTACT TDLR AT P.O. BOX 12157 AUSTIN, TX

Parent's Initials _____

Champions Driving School

Student Policy

Please initial by each of the following rules for Champions Driving School. In doing so, you understand and agree that you will comply with the following rules as long as you attend Champions Driving School.

1. I understand the information I need to complete this class is at www.ChampionsDrivingSchools.com. I will read the Pinehurst Information Packet. This is found under the Teen Driving Link on the website. I comprehend the process of scheduling drive times through www.Schedule2Drive.com, and the steps I must take to complete the required seven (7) lessons.

2. I understand that if payments are made separately, the selected price of driver's ed. must be paid by the end of the classroom portion before beginning the driving portion, regardless of make up days owed.

3. I understand that I must finish ALL classroom and driving instruction within 6 months after my start date (or 6 months after 15th birthday if class is taken at 14 years old). If I do not finish I will have to retake the classroom, driving or both portions of the course in addition to paying the \$150.00 re-contracting fee.

4. I accept responsibility for giving my parents/guardians any additional information that I am told by a representative of Champions Driving School, that is necessary for me to successfully complete my driver's education course here.

5. I will arrive on time for class and my in-car lessons. If I am late for class or coming back from the classroom break, I understand that I will be counted absent and I will have to make up the entire session.

6. I will arrive ready to learn for my classroom and in-car lessons. I understand that if I am deemed unfit to learn because I am too tired to effectively and safely participate, intoxicated or emotionally unprepared, I will be sent home and required to make up the entire lesson. A \$35 no show fee will be charged if I am not allowed to drive or my in-car lesson is cut short.

7. I will turn my cell phone off while in class and in the car at Champions Driving School. I will be charged a \$1.00 fee every time I am caught using my phone in class. I understand there is a **zero tolerance** policy for cell phone use during classroom and in-car instruction. If I choose not to abide by the cell phone policy, I will be dismissed from class.

8. I am not allowed to smoke or use tobacco products on the premises. I can be dismissed from class or expelled from Champions Driving School for smoking or using tobacco products anywhere in the shopping center. Also, I am aware I can be issued a citation for smoking, regardless of where I am at the time.

9. I know I am allowed five (5) classroom absences. I am required to make up any classes that I miss. Also, if I miss more than five (5) classes, I will be dropped from my class and re-enrolled in the next scheduled class at a charge of \$50.00.

10. I understand that while I am in class or in the car, I am not allowed to swear, make racial slurs, or sexual innuendos or references. In-car conversations will be kept to neutral subjects. Proper attire is required for in-car lessons. **NO FLIP FLOPS** (sandals with straps are OK).

11. I understand there is a \$35 no show fee for the following in-car situations:

- I do not show up or I am late for a lesson.
- I do not show up in a condition suitable to drive.
- I do not have my permit- it is illegible or expired.
- I cancel my driving lesson without 24 hours notice.
- I do not have my corrective lenses as specified on my permit.
- I do not have on the proper shoes.

12. I understand I can be dismissed by my instructor or expelled by the school director at anytime for any behavior deemed inappropriate that disrupts the learning environment, before, during or after class.

****We show RED ASPHALT V, car crash videos, texting & driving pictures and other material that is highly graphic and we need a parent/guardians permission to show this.**

Parent's signature

Date

Student's signature

Date

Champions Driving School

PHOTO/VIDEO CONSENT AND RELEASE FORM

I hereby authorize Champions Driving School, and those acting in pursuant to its authority to:

 1. Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.

 2. Use my name in connection with these recordings.

 3. Use, reproduce, exhibit or distribute in any medium these recordings for any purpose that Champions Driving School deems appropriate, including promotional or advertising efforts.

I release Champions Driving School from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of Champions Driving School. I have read and fully understand the terms of this release.

Student Signature

Date

Parent Signature

Date

CHAMPIONS DRIVING SCHOOL

WWW.ChampionsDrivingSchools.com

Classroom Portion

After 6 hours of class your teen will be given their Permit Test. After passing, they will bring home a DE-964 form that looks like this:

When you go to the DPS, you can download the application (fill it out in **black ink** only and **do not sign the back until instructed to do so by DPS employee**) and Texas Residency Affidavit from our website under the **Teen Driving** link or you can pick one up at the DPS when you go.

Permit Checklist

- **Your Teen**...yes they must be present as they are getting a photo and fingerprints taken.
- **DE-964** form (GREEN ½ SHEET) **PLEASE DOUBLE-CHECK that all the info is correct on your certificate BEFORE you go to the DPS.**
- **DL-14A** form...Application (if you don't have this, you can get one at the DPS office)
- **VOE** – Verification of Enrollment from the High School your teen attends. Just have them ask for 1 at the office. NO... a report card won't work! Homeschooled students can download one at our website.
- **Birth Certificate**—State certified only with the raised seal. No copies!
- **Social Security Card**—The actual card...signed.
- **\$16 cash**, some DPS offices cannot process credit cards
- **Signed affidavit and your parents must provide 2 proofs of TX residency** (the instructions and download are on our website)
- **Parent or guardian** (guardian must have court adoption papers and Power of Attorney will not do). Parent or guardian must have a valid Texas DL or Texas ID card (state issued) with current address.

**These are the documents that we recommend, although others may be used. If you do not have these available please check the DPS website.

We urge you to check the DPS website for any recent changes:

<http://www.txdps.state.tx.us/DriverLicense/ApplyforLicense.htm>

RECOMMENDED DPS CHOICES

- ***Houston-Spring Mega Center** 4740 Spring Cypress Rd, STE 100 Spring, TX 77379 (281) 517-1620
- **Houston-North Mega Center** 8418 Veterans Memorial Dr. Houston, TX 77088 (281) 449-2685
- **Houston-Gessner DPS** 12220 South Gessner Houston, TX 77071 (713) 219-4100

DPS offices are only open Monday-Friday, but not on Holidays. Most DPS offices are open 8:00am-5:00pm.

After receiving their permit your teen can drive in a car with full coverage insurance with someone who is 21 and has a valid license for one year. You do not have to ADD your teen to your policy until they have their license. The paper permit has an expiration date although their plastic permit is valid until they are 18 yrs. old.

Classroom Portion Continued:

Your teen needs to finish all 32 hours of classroom and make-up any classes they missed. They may not miss more than 5 days. All make-ups are to be made up with a class that is on the same lesson. So, if they missed lesson #5 they need to attend a #5 class. To find an available class please go to our website and click the link that say Teen Class Schedules and find the next lesson that your teen can make up. You can always call us to verify.

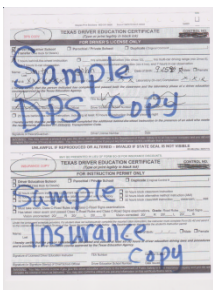
Scheduling Drive Times

Go to our website and under the link Schedule Drive Times you will find the information on how to create an account with Schedule2Drive and schedule drive times. On this website you will find the Parent Log. The required time is 30 hours with a minimum of 10 hours at night. Only one hour per day will count towards the 30 hours regardless of how many they actually drive. This log is to be given to the DPS, not us. This must be completed before your teen goes for their license test (if scheduled online) or it must be completed when scheduling in person.

Your teen needs **seven 2-hour drive times with us.** If you want school pick-ups please sign-up for the 2:35pm drive time. We will then pick-up your teen between 2:35-3:00pm. Then you will need to pick them up from Champions Driving School at 4:35pm, when the lesson is over. All other times, please be here at Champions a few minutes before your drive time. Sorry, we do not pick up from Summer School.

Tips for a successful lesson:

- ❖ Be on time.
- ❖ Have the permit with them (not expired or illegible); we cannot have a student in the car without their permit with them.
- ❖ Be in a condition ready to learn and safe for driving. **WE WILL NOT DRIVE YOUR TEEN IF:** they are cutting weight or on a juice fast, **sick**, on medication NOT okayed by their doctor, they do not have their glasses/contacts, or they are falling asleep.
- ❖ We have a zero tolerance policy for cell phones in the car. They need to stay in the teen's pocket or purse, except on break. If you have an emergency please call our office at (832) 934-3077 and we will do our best to get a hold of the instructor in a safe manner.



After your teen completes the required driving, they will come home with paperwork that looks like this:

← DE-964 FORM FOR DPS AND INSURANCE

The top ½ sheet of paper goes to the DPS and the bottom whole sheet to your insurance company once they have their license for their 10% discount. Also if you purchased the Drug and Alcohol Certificate it will be stapled to the bottom of the insurance copy. It also needs to go to your insurance company. It looks like



this: If you did not purchase this and would like to... the charge for a certificate is \$25. This is the same if you lose the certificate and need a replacement.

Champions Driving School is a Third Party Skills Testing school. We are certified by the Texas Department of Public Safety to administer the license road test. There is an additional fee for the test, but it will cut down the wait time and frustration at the DPS tremendously! If you would like to schedule a road test with us, please give us a call! (832) 934-3077

✓ **Checklist for License test**

- **The teen must be 16 years old**
- **The teen must have held their permit for 6 months.** (You can find this date on the back of the teen's plastic permit. It will say: must hold valid learners license until ___/___/___).
- **The teen must be present for scheduling the driving test, unless you schedule online**
- **ITTD (Impact Texas Teen Drivers) program certificate. Completed within 90 days of license test**
- **A NEW VOE ...VOE's are good for 30 days (90 days during the summer)**
- **Parent Log** (Print this out from Schedule2Drive)
- **Plastic Permit**
- **De-964 form ½ sheet** (see above DPS Copy) **PLEASE DOUBLE-CHECK that all the info is correct on your certificate BEFORE you go to the DPS.**
- **\$11 cash...**This amount changes from time to time and we get no notice of it...so bring a few extra dollars. Not all DPS offices accept credit cards.
- **DL-40** (you can download this from our website or you can get one from the DPS and fill it out while waiting in line)
- **A car with insurance** (the teen does not have to be on the insurance)

If you would like to schedule the driving test with the DPS, some offices have online scheduling. Just go online to the Texas DPS website and schedule your teen's driving appointment. Other DPS offices you will have to go in to schedule. If you walk in you must be 16 when scheduling the test. Once you have a license, be sure to stop by and have your picture taken for our Facebook page! We thank you for choosing Champions Driving School.

We urge you to check the DPS website for any recent changes:

<http://www.txdps.state.tx.us/DriverLicense/ApplyforLicense.htm>