

(C) School / Branch # Name of School () Area Code Phone Number

Classroom Address City State ZIP Code

Printed Full Legal Name of Student Date of Birth (MM/DD/YY) Driver License # () Area Code Phone Number

Street Address of Student City State ZIP Code

CLASSROOM INSTRUCTION

Number of Lessons Length of Course 6 Hrs. Length of Lesson Hrs. Cost per Lesson \$ Course Rate \$

Payment: \$ Date: Payment \$ Date: Total Amount of Contract \$

Classroom instruction begins on / / at : o'clock .M. All classroom instruction must be completed by / / .

ATTENDANCE POLICY

A student must attend the complete 6 clock-hour course including all phases of the approved school curriculum and final exam in order to receive a certificate of completion. Any time missed must be made up.

GRADING/PROGRESS

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, and comprehensive examinations of knowledge and skills.

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; 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 owner or director.

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 successfully completed the course or received a failing grade on the course examination.

REFUND POLICY: All tuition and fees paid are due and refundable when:

- 1. the course of instruction is discontinued by the school, preventing a student from completing the course, or
2. the enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representation made by an owner or employee of the school.

All refunds will be completed within 30 days after the effective date of enrollment termination.

STUDENT ACKNOWLEDGMENT

I have been furnished with the school's tuition and fees; 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: TDLR PO BOX 12157 AUSTIN TX 78711. Telephone: (800) 803-9202 or 512-463-6599. www.tdlr.texas.gov/complaints
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 school is prohibited from issuing a ADE-1317 if the student has not met all of the requirements for course completion, and the student should not accept an ADE-1317 under such circumstances.

Signature of Student Date

Signature of School Representative Printed Name of School Representative Date
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