

joyce's driving school, inc.

Main Office: 120 Lageschulte, Suite 101, Barrington IL 60010

Algonquin: 4067 W. Algonquin Rd., Algonquin, IL

Crystal Lake Class: 101 N. Main St., Crystal Lake, IL 60014

847-977-7193 www.joycesdrivingschool.net

THIS FORM IS DUE ON THE FIRST DAY OF CLASS! Print, Initial and Sign Below

(one PARENT and the STUDENT)

this information is for both our office files and yours...keep a copy of this contract at home!

1. PAYMENT - Full payment is due the first day of class. If a deposit was paid, the balance can be paid by cash, check or credit card, in a classroom/office or online. Students who are not paid in full will not get a permit application from us. **Full payment, this contract, and the Eligibility form (see #8 below) are required for a permit application from us.** A \$25.00 fee will be charged for any NSF returned check. **We Understand RULE #1** _____

2. ATTENDANCE – Students are allowed to miss up to four (4) classes, however, all missed classes **must** be made up. This is State Law. Any student who misses more than four (4) classes must re-enroll in a future class and a \$155.00 class reinstatement will be applied. The Secretary of state requirements call for 30 hours of instructional classroom time. Students **CANNOT** arrive late or leave early for any classroom lesson – **they must be here for the entire 2 hour** scheduled class time for each of the 15 lessons. *NOTE: Students MUST ATTEND one of the first 3 classes in a session to be enrolled per state law.* **We Understand RULE #2** _____

3. BEHIND-THE-WHEEL LESSONS - Students will be charged a \$50.00 cancellation fee if the scheduled BTW (behind-the-wheel) lesson is cancelled within 72 hours or less. **The student MUST have a VALID permit with them for each and every time that they drive.** *If the student is unable to present a valid permit at the start of the scheduled drive time, this is cause for the instructor to cancel the lesson and a \$50 cancellation fee will apply.* **NO EXCEPTION OR DISCUSSION OF THE ABOVE RULES WILL BE TOLERATED.** Please respect our drivers and the time you take away from the other students when cancelling appointments late. **We Understand RULE #3a** _____

***** BTW sessions USUALLY have two or more teens in the car together, although there may be a time when your teen is alone in the car with one of our drivers... these times might include:**

*When a student is the **FIRST** student picked up by the instructor for the BTW session and that student and instructor are driving to pick up the second student for that same time period.

When there is a **LATE cancellation of a partner student for the BTW session.

***please select one of the following choices based on the above information:

____ YES, my teen can be alone for a short period of time when necessary

____ NO, my teen can't be alone in the training car with an instructor (please note: when choosing this option, you are electing to have your BTW lessons cancelled when another teen is sick or has cancelled themselves. **We Understand RULE #3b** _____

Due to the nature of our business, we may be early or late to any given BTW lesson. We ask for your patience and understanding in this matter. The instructors are doing their best with new teen drivers to get where they need to be on time. Feel free to call them if you are concerned – all instructor phone numbers are on the CONTACT page of our web site. Keep in mind, if they are late to your house, they are driving with a student and may not answer the phone. ALL TEENS deserve the respect of each other while going through this life changing process... please be kind and patient to all, and allow time for late arrivals when making your appointments.

We do our best to come to each and every lesson on time, but also understand that we get sick, just like the teens, and may need to cancel at the last minute as well. This does NOT incur any fees or charges on our part. Likewise, if we cancel due to weather or a malfunction with our vehicles, joyce's driving school, inc. will not incur a fee for cancelling your lesson at the last minute. These last minute cancellations DO NOT offset a cancellation and subsequent fee you may incur. One does not cancel out the other.

We Understand RULE #3c _____

4. PERSONAL ITEMS LEFT BEHIND - Please be sure to take all of your belongings with you when you leave the classroom and the driving instruction vehicles. Neither the driving school, nor the driving instructors are responsible for items lost such as: cell phones, permits, books, purses/wallets, iPods, etc. **We Understand RULE #4** _____

5. CONDUCT – Disorderly conduct of ANY kind is unacceptable and will not be tolerated. This may result in expulsion from the class/school. Drug and alcohol use are not permitted at any time. There will be ZERO TOLERANCE.

We Understand RULE #5 _____

- 6. UNPAID BALANCES** - Tuition or cancellation charges, uncompleted work or examinations, unsatisfactory grades, etc., will cause certification to be withheld until completion and/or corrections are made. **We Understand RULE #6** _____
- 7. CELL PHONE/ELECTRONIC DEVICE USAGE** - Students will not be allowed to use their cell phones or any electronic devices while in the classroom or in the driver's instruction vehicle. This policy includes talking or texting on a mobile device. Students may bring a cell phone to class or the instruction vehicle but it must be set to silent/vibrate and to be used only in an emergency. This policy will be strictly enforced in class - if we see a cell phone being used, the student will be marked absent. This ABSENT class will be counted as one of the four max discussed in **#2 ATTENDANCE**. **We Understand RULE #7** _____
- 8. GRADE ELIGIBILITY** - Pursuant to section 6-408.5 of the Illinois Vehicle Code, any student under the age of 18 currently enrolled in a public or private driving school and taking driver education, cannot receive a permit application unless they provide to **joyce's driving school, inc.** **ONE of the following three (3) items** listed:

- 1) A BLUE FORM (for teens who are currently in a public or private high school) properly filled out and signed by the parent/guardian, student, and Jr. High or High School attesting to the fact that the student has passed the eight (8) courses **OR;**
- 2) A YELLOW FORM (for teens who are home schooled) properly filled out and signed by the parent/guardian stating that the student is homeschooled. Students under the age of 18 who have dropped out of school and wish to take driver education cannot receive a certified letter of completion until they provide joyce's driving school, inc. with ONE of the four items listed:
- 3) Written consent from the parents/guardian and the regional superintendent of schools (PINK FORM).

Students failing to provide the necessary documentation will NOT be issued a certified letter of completion from the secretary of state until the proper forms are filed with **joyce's driving school, inc.** This is a requirement for all teens between the ages of 16-18 years of age who wish to obtain their license in the State of Illinois. **We Understand RULE #8** _____

- 9. NEW ILLINOIS LAW** - as of January 1, 2011, a new driving school law was issued by the Secretary of State of Illinois. All students are REQUIRED to finish the entire Driving Education course within nine (9) months. This includes all BTW appointments and all make-up classes. If the students DOES NOT complete the course within nine (9) months, the state may cancel their Illinois Permit. It is YOUR RESPONSIBILITY to complete all class make-ups and BTW's within this nine (9) month period. **CLASSROOM AND BTW MUST BE COMPLETED BY:** _____ (9 mos. from class start date – please calculate date and fill in **We Understand RULE #9** _____

- 10. CONTRACT PRICE AND TERMS OF PAYMENT** - A \$100 deposit is required to hold the student's spot in the class. The remaining balance is due the first day of class. Payment can be made by credit card, check or cash. The school will not refund any tuition or part of tuition if the school is capable and willing to perform its part of the contract.. **We Understand RULE #10** _____

- 11. IN CLASS RULES** – This contract does not encompass any rules and classroom behavior that we discuss with the students and expect them to follow. Each instructor conducts class in their own style and discusses with the students what is expected of them. They are aware of these (possible) additional rules from Day #1 and need to adhere to them in addition to all the rules listed above. Parents may not be privy to these rules unless they are shared by their students, yet the students are still expected to obey them. This includes disrespectful behavior, tardiness of any kind, use of cell phone during class times, or any other classroom rules the teacher requires the students to abide by. **We Understand RULE #11** _____

By signing below I certify that I have read the above rules and agree to them, as well as understanding the above requirements, and acknowledging the need to provide the proper forms to **joyce's driving school, inc.** in order for my son/daughter to receive his/her certified letter of completion from the Secretary of State in Springfield, IL. I also acknowledge the fact that no money will be returned to me if I do not provide these documents. Any unresolved disputes can be directed to the Illinois Secretary of State's office.

Student Name: _____
SIGNATURE _____

Parent Name: _____
Parent Signature: _____