



Thank you for choosing **Joyce's Driving School (JDS)** for your teen's driving education. This **Parent/Student Contract** outlines the contract between Joyce's Driving School, you (the parent) and the student. PLEASE READ IT CAREFULLY. No verbal assurances or promises not contained herein bind the school or you and your child.

Classroom Information

- A student must be 15 years old before finishing the final Module.
- A student must provide one of the following grade requirements to receive a permit application:
 - A Driver's Education Approval 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.
 - A Home-Schooled Parental Approval Form (for teens who are home schooled) properly filled out and signed by the parent/guardian stating that the student is home schooled.
 - Written consent from the parents/guardian and the regional superintendent of schools (Driver Education Waiver Form).
 - Students failing to provide the necessary documentation will NOT be issued a permit application until the proper forms are filed with **Joyce's Driving School**. This is a requirement for all teens between the ages of 15-18 years of age who wish to obtain their license in the State of Illinois.
- Online classroom work is equivalent to 30 hours of classroom instruction
- A minimum cumulative grade of 75% is required to successfully complete the classroom portion of the program
- JDS will post the final grades in your student portal when the Schoology course is completed.
- With the online program there are NO ATTENDANCE requirements as the modules are completed in order, at the student's pace. Modules cannot be completed more than one per day nor can the modules be completed in less than 28 days per Illinois Secretary of State rules.

Behind-The-Wheel Lessons (BTW) And Extra Fees

Students may schedule BTW lessons after their second class is completed. Once they have their learners permit, lessons are scheduled on a first come first serve basis via your student portal.

- Students will be charged a \$50.00 cancellation fee if the scheduled behind the wheel lesson is canceled within 72 hours (about 3 days) or less.
- **The student must have a valid permit (no copies or pictures) with them each time 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.
- Students who miss their BTW lesson are considered NO SHOWS and will be charged \$50 for the missed BTW appointment
- Please be mindful that if you do not show up for your drive you are taking away opportunity for another student to have driven at that time.
- You understand that if JDS considers driving conditions unsafe, JDS will cancel the drives (no charge to you). During the COVID-19 Pandemic, all BTW lessons have been shortened to only one (1) hour with the instructor, with NO OBSERVATION hours needed at this time. All students will be alone in the car with the instructor for the BTWs (if this is a concern for your student, please call the office).
- Please be sure to take all your belongings with you when you leave the driving instruction vehicles. Neither the driving school, nor the driving instructors, are responsible for items lost such as: cell phones, learners permit, books, purses/wallets, iPods, etc.
- Students will not be allowed to use their cell phones or any electronic devices while in the instruction vehicle. This policy includes talking or texting on a mobile device. Students may bring a cell phone to the instruction vehicle, but it must be set to silent/vibrate and can be used only in an emergency. This policy will be strictly enforced with one warning, then the device will be taken away, only to be given back to a parent.
- To allow time for the student to practice key skills with a parent or other qualified adult, JDS recommends at least five days between BTW lessons.
- Unless otherwise indicated in the JDS student portal, all BTW lessons begin and end at the chosen JDS classroom location.
- If required, students must wear their glasses or contacts during BTW lessons.
- Students are required to wear closed-toe shoes during driving lessons for safety reasons – no flip flops or athletic type slide on shoes are to be worn.

PAYMENT – A deposit of \$175 must be paid when registering online or in person before class starts and is not refundable. Full payment (Cash, Check or CC), this contract, and the Drivers Ed Approval Form are required to receive a permit application from JDS. A \$50.00 fee will be charged for any NSF returned check. 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. Tuition or cancellation charges, uncompleted work or examinations, unsatisfactory grades, etc., will cause certification to be withheld until completion and/or corrections are made.

TERMS OF CONTRACT - This contract is valid for 9 months starting on the student's first day of Schoology Module availability. Student is required to finish all modules and behind-the-wheel lessons 9 months from the first day of class. A \$150 re-enrollment fee will be charged if student is not finished with program after 9 months. This fee extends the contract for an additional 60 days.

We understand the above requirements and acknowledge the need to provide the proper forms to **Joyce's Driving School**, in order for my son/daughter to receive his/her certified letter of completion from the Illinois Secretary of State in Springfield, IL. We also acknowledge the fact that no money will be returned to us if we do not provide these documents. Any unresolved disputes can be directed to the Secretary of State's office.

Parent Signature _____ Print Name _____ Date _____

Student Signature _____ Print Name _____ Date _____