



THIS FORM IS DUE ON THE FIRST DAY OF CLASS! keep a copy of this signed contract at home!

Student's Legal Name:		
First:	MI.	Last:
Class #	High School:	


Please sign or initial (both parent and student) where indicated by arrow.

1. PAYMENT - Deposits of \$100 must be paid by credit cards when registering online and are not refundable. Full payment is due the first night of class and can be paid by cash, check or credit card, in a classroom or online. **Full payment, this contract, and the Eligibility form (see #8 below) are required for a permit application.** 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. **We Understand RULE #1** _____ 

2. ATTENDANCE – Traditional program students can 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 classroom fee will be applied. The Secretary of State requires 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. **We Understand RULE #2** _____ 


3. BEHIND-THE-WHEEL LESSONS (BTW) AND EXTRA FEES


- Students will be charged a \$50.00 cancellation fee if the scheduled behind the wheel lesson is canceled within 72 hours or less.
- **The student must have a valid permit with them for each and every 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 the observation time for the other student in the car. For more information please visit our website at www.joycesdrivingschool.net.
- Due to the nature of picking up two students for their BTW drive we may be a few minutes early or a few minutes late. Also, understand that if we deem driving conditions unsafe we will cancel the drives (no charge to you).
- BTW sessions usually have two or more teens in the car together, although there may be a time when your teen will be alone in the car with our instructor. These times include:
 1. When the student is the first student picked up by the instructor for the BTW session and they are on their way to pick up the second student or if they are the second student on their way home and have dropped off the first student.
 2. When there is a late cancellation or a no-show of the partner BTW student.
 3. When the student has scheduled a private BTW.


We understand that a \$50 fee will be charged for a missed or cancelled BTW _____ 
 We understand and give permission for the student to be in a car alone with the instructor _____


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. 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 lesson on time, but also understand that we get sick, just like the teens, and may need to cancel at the last minute. 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, will not incur a fee for cancelling your lesson at the last minute.


We Understand RULE #3 _____ 

4. PERSONAL ITEMS LEFT BEHIND - Please be sure to take all 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, iPod, 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 except for required classwork in our digital classrooms. This

policy includes talking or texting on a mobile device. When not doing classroom work the phone/tablet must be set to silent/vibrate and to be used only in an emergency. This policy will be strictly enforced with one warning in class, then the device will be taken away, only to be given back to a parent. **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 Drivers Ed Approval Form (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 home schooled. 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 permit application until the proper forms are filed with **Joyce's Driving School, Inc.** 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. **We Understand RULE #8** _____ 

9. BTW & CLASSROOM COMPLETION - 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 or Joyce's Driving School, may cancel their Illinois Permit. It is YOUR RESPONSIBILITY to complete all class make-ups and BTW's within this nine (9) month period.

Please fill in the following:

Beginning date of class	Ending date of Class	Class time	9 months from first day of class
_____	_____	_____	_____

We understand that all BTW and classroom periods must be completed 9 months from the first day of class.

All students MUST pass the class with a grade of 75% or higher per State Rules. **NOTE:** We are not affiliated with any public school and have no knowledge of any student IEP records. Please let us know of any special needs for your student so we can try to accomodate.

We Understand RULE #9 _____ 

10. TERMS OF CONTACT - This contract is valid for 9 months starting on the student's first day of classroom instruction. Student is required to finish all classroom and behind-the-wheel lessons by the final day of the contract. A \$150 re-enrollment fee will be charged on expired contracts. This fee extends the contract for an additional 30 days per BTW due. Joyce's Driving School will charge a standard lesson fee for each lesson given beyond expired contract. Contract Expiration date _____ Initial _____

We Understand RULE #10 _____ 

This agreement outlines the contract between Joyce's Driving School, you (the parent) and the student. No verbal assurances or promises not contained herein bind the school or you and your child. 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 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 Secretary of State's office.

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ THE ABOVE RULES AND AGREE TO THEM: 

Student Signature	
Parent/Guardian Signature	
Print Student Name	
Today's Date	
Contract expiration/completion date	