

Student Name: _____ Course # _____

Teen Policy Statement

Our **Teen Driver Education Program** is approved by the **Secretary of State** and the **Illinois State Board of Education**. The program requires the student to take a minimum of **30** hours of classroom instruction and one of the following in-car options; 1) **six** hours of behind-the-wheel instruction and **six** hours of in-car observation; or 2) **eight** hours of behind-the-wheel instruction and **no** observation.

The course teaches students the basic maneuvers required to operate a motor vehicle safely and proficiently. The course also familiarizes them with basic rules of the road. It also teaches defensive driving strategies, the physical and emotional aspects of driving, and the legal and financial responsibilities of driving.

Registration

Students may register by mail or in person at our main office located at 412B West 5th Avenue, Naperville, IL 60563. Students may also register by calling our main office at 630-983-9235, or by visiting our website at www.exceldrivingschool.com

Course Qualification Requirements: To enroll in a drivers' education program, a student must meet the following requirements:

- The student must turn 15 before completion of the classroom phase of the course.
- The student must obtain written documentation stating that he/she has received a passing grade in at least 8 courses during the previous 2 semesters. (see Blue Slip Request Requirements)

Tuition: 1) Tuition for the six hour driving package is **\$495**. 2) Tuition for the eight hour driving package is **\$595**, and students must obtain parental consent to receive individual instruction. **Both packages** include use of the main textbook- **Drive Right** – and other reference books. A **\$100** deposit is required to reserve a place in any class. The remaining balance must be paid no later than two weeks after the first day of class, unless previous arrangements have been made and agreed upon with the main office. Failure to pay tuition within the allotted time will result in a \$25 late fee added to the remaining balance and forfeiture of any discount/promotions received. **Tuition must be paid in full before a student may begin the in-car phase of the course.**

Registration Forms: The following forms must be submitted before the student will receive the permit application:

- Enrollment Form – Contains student's personal information and needs to be signed by student **and** parent/legal guardian.
- Teen Policy Statement – Contains information about the driver's education program and needs to be signed by the student and parent/legal guardian.
- Evidence is provided that the student has met **one** of the following **state requirements**:

JR/High School Students:

- Written documentation on a form prepared or approved by the Secretary of State stating the student has received a passing grade in at least 8 courses during the previous 2 semesters (Driver Education Approval Form)
- Written waiver from a superintendent or school administrator on a form prepared or approved by the Secretary of State (Driver Education Waiver Form)
- Copies of the student's report card and/or transcript for the previous 2 semesters indicating a passing grade in at least 8 courses during the previous 2 semesters.

Home Schooled Students:

- Written verification on a form prepared or approved by the Secretary of State stating the student is enrolled in a home school (Home Schooled Parental Consent Form)

High School Dropout:

- Written documentation verifying the dropout's enrollment in GED or an alternative education program or obtain a copy of the dropout's GED certificate;
- Written verification that the student prior to dropping out had received a passing grade in at least 8 courses during the 2 previous semesters last ending prior to requesting a certificate of completion; or
- Written consent on a form prepared or approved by the Secretary of State from the dropout's parents or guardian and the regional superintendent.

Dropping the course: Students who need to drop a course must do so no later than **7 days** before the start date. Students who need to switch classes must do so no later than **4 days** before the class starts. **Failure** to give the main office substantial notice will result in forfeiture of the deposit. *Note: If a student drops the course, their Instruction Permit will be cancelled and therefore invalid to drive on until re-enrolled into a driver's education course and the permit is re-instated.*

Note: Any refunds given will be less a \$10 service charge.

Instruction Permit: Students are eligible to obtain a permit once they are 15 years of age, have enrolled in a drivers' education program and completed at least four hours of classroom instruction. Students will be prepared in class for their permit test, and will need to go to the Department of Motor Vehicles (DMV) to take their vision and permit test. The student will receive two parts to the permit, and the **EXAM RECEIPT is not valid for driving purposes**. Forms and Identification needed for obtaining a permit are listed below:

- Proof of Name and Date of Birth – Certified copy of birth certificate or a valid passport. (*Hospital birth certificates or photocopies **will not be accepted***)
- Proof of Residency – School ID, transcript, bank statement or parent's driver's license.
- Proof of Enrollment in Drivers Education Class (**Permit Application Form - provided by Excel**)
- \$20 fee (Permit replacement fee is \$5 and you must bring above identification to the DMV)

Student Initials _____ Parent Initials _____

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Classroom Phase

Classroom instruction will be given in 15, two-hour sessions, during a minimum period of four weeks, with no more than one session a day.

Materials: Students must bring a notebook and a pen/pencil to class for taking notes. Books provided in the classroom are for **classroom use only**.

Note: Vandalism to any materials provided by Excel Driving School will result in immediate dismissal from the class and forfeiture of the tuition. Extra charges will be added for vandalism to any Excel property for replacement of materials.

Grading: A student must score at least **70%** on the **weekly** and **final exams** to pass the classroom phase of the course.

Absences: All students are required to sign in at the beginning of each class and be on time. **Failure to sign in will result in an absence.** Any missed classroom time **must be made up to pass the course.** Each student is allowed a maximum of three absences before being dropped from the course. If a student is dropped from the course, all classroom time accumulated will be forfeited. In order to complete their driver's education requirement, the classroom fee of **\$200** will need to be repaid and the student will need to reenroll in another classroom session.

Making up Classes: Students will have to make up the full two hours missed. Students should schedule make-up sessions through their online profile or the main office. Students may try to attend the same session missed in another course, if the course registration is not full. Otherwise, students should come in during ANY other class session time to complete their make-up work. If a student attends a session that is not the same as the session they missed, they will be working independently from the class during that session. **Students MUST turn in the required make-up work/notes in order to receive credit for the make-up session.**

In-Car Phase

Students may be scheduled for a behind-the-wheel lesson after they attend a minimum of 4 hours of classroom instruction and obtain an instruction permit from the Secretary of State. For the six hour package, observation is scheduled with each hour of behind-the-wheel time. Generally, two students are grouped together for two hours of in-car instruction. Each student spends one hour driving and the other observing. Students who register for the 8 hour package will receive individual instruction, which will waive the observation time. **[Please understand that the in-car phase may not begin during the classroom phase.]**

Note: 8 hour students may have another student observing them during instruction time.

Canceling BTW Appointments: Students who need to cancel driving appointments must do so through their instructor. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give **at least 24 hours** notice of cancellations will result in a forfeiture of that driving hour. Students will need to purchase another behind-the-wheel lesson in order to complete the required driving time and fulfill their state requirement.

*Note: All students must have their Instruction Permit **IN HAND** in order to take their driving lesson. If the permit is not **IN HAND**, the drive will be treated as a cancellation and the student will forfeit that driving hour.*

50 Hour Requirement: Students are required, by state law, to log 50 behind-the-wheel hours (10 night time hours) with a parent/legal guardian. It is expected that the students use these 50 hours to practice driving between behind-the-wheel lessons with their Excel instructor.

Course Completion

Certificate of Completion (Blue Slip) Request Requirements: Certificate of Completion requests will be processed once the following requirements are met:

- All classroom instruction is completed, including all make-up work. (If completed at another school, needs to be documented w/ date completed, letter grade and signature of school official)
- Tuition is paid in full.
- All three registration forms are signed and on file in the main office.
- All behind-the-wheel and observation time is completed. (If completed at another school, needs to be documented w/ date completed, letter grade and signature of school official)
- **Once the above requirements are met, please allow two to three weeks for the C.O.C. to be processed by the Secretary of State.**

License Requirements: When obtaining a license, a student **must** have the following items:

- Certificate of Completion (Notation on student's driving record) The Secretary of State's office will notify students by mail when the notification has been added to the student's driving record. If you do not receive the letter, please call our main office and the office staff will check on your status.
- Instruction Permit
- Proof of Name and Date of Birth
- Proof of Residency
- Signed Social Security Card
- 50 Hour Log (Road Test Documentation) with parent/guardian signature
- Automobile Insurance Card
- Automobile Registration

By signing below, I, _____, indicate my understanding of the rules and regulations listed above and agree to participate in the Excel Driving School driver education program for teenagers. I promise to respect myself, my instructors, my fellow students, the equipment and materials provided for my use by Excel Driving School. I agree that my failure to abide by the rules and regulations of Excel Driving School with reference to my participation in the driver education program may result in my dismissal from the class and forfeiture of my tuition and blue slip application.

Student Signature _____ Date _____

By signing below, I indicate my understanding of the rules and regulations listed above and grant permission for my son/daughter, _____, to attend the Excel Driving School driver education program, including classroom and behind the wheel instruction, and receive one-on-one instruction, if necessary, during the in-car phase of the course. I promise to reinforce safe driving habits during regular practice with my son/daughter. I agree to instruct my son/daughter to conduct himself/herself in an appropriate and respectful manner, as described above, during all instruction periods. Failure on his/her part to behave properly shall result in forfeiture of tuition and certificate of completion application. Lastly, I have read and understand the above requirements for my child's participation in Excel Driving School's drivers' education program and the requirements for my child's school eligibility.

Parent Signature _____ Date _____