

“ENROLLMENT POLICIES-2009”

All-Star Driving School, Inc. (TEA #C0025), 2935 W. 15 th St., Plano, TX 75075 (972) 985-8770

All-Star Driving School, Inc. (TEA #C0025A), 12300 Inwood Rd., Suite 106, Dallas, TX 75244 (972) 385-8770

Course Requirements:

- A. Every student between the ages of 15-18 years who is enrolled in driver's education must complete the following:
 - 32 hours of classroom instruction
 - 7 hours of behind the wheel instruction & 7 hours of observation of behind the wheel instruction
- B. All-Star Driving School, Inc. is strictly prohibited from issuing a completion certificate unless the above requirements are completed.
- C. Students should not accept any completion certificate unless all requirements have been fulfilled.

Attendance:

*******PLEASE READ CAREFULLY*******

- A. Classroom phase of Driver Education shall be completed in no fewer than 20 calendar days and must be completed in no longer than 365 calendar days.
- B. In car phase of Driver Education shall be completed in no fewer than 14 calendar days and must be completed in no longer than 365 calendar days.
- C. Students who accumulate “ABSENCES” of more than 10 hours (5 CLASSROOM LESSONS) of the scheduled 32 classroom hours shall be terminated and unearned tuition refunded within thirty days, unless the student wishes to re-enroll.
- D. Students may re-enroll in Driver Education after the start of a new class and may receive credit for previous training if the student completes the applicable portion of the course within the 365 calendar days allotted (of original class start).
- E. If a student exceeds the 365 calendar days allotted for both classroom and in car instructions, he will be terminated and the unearned tuition will be returned (less any applicable administration fees, late fees, no show fees, etc.) within thirty days. A variance may be requested. If denied, the student will lose all credit for classroom and in car whichever is applicable.
- F. A variance to extend may be requested in writing by the student but only valid conditions will be approved. Upon approval of the variance, both the parent/guardian and school director/designee must acknowledge the extension .(Student must pay \$50 variance fee at this time.)
- G. Student shall be considered absent when not in attendance of a regularly scheduled class.
- H. Students are allowed to attend a regularly scheduled 2 hour classroom session (excluding make up work) and three hours of in car training in one day (a maximum of 5 hours).

Make Up Policy:

*******PLEASE READ CAREFULLY*******

- A. Student will be allowed to make up a missed classroom session during a regularly scheduled lesson at All Star providing the class shall be one engaged in the same lesson the student previously missed.
- B. Student will be allowed to attend a scheduled make up class at All Star to complete any missed lesson (1 thru 16). Scheduled make up class lessons may be presented in any order.
- C. Student will be allowed to do a “TAKE HOME MAKE UP LESSONS” in any order. There is an additional \$10.00 fee for each 2 hour take home lesson.
- D. Make up work shall not be authorized for the purpose of removing absences.
- E. A student is allowed to use “MAKE UP LESSONS” to fill in attendance absences.
- F. A student is allowed 10 hour s(5 C/R Lessons) of “MAKE UP LESSONS” per 32 hours of classrooms instruction. (see Attendance item C,D,E above)

Grading Policy:

- A. Students must show evidence of mastery by one of the following methods- unit tests, written assignments, class participation, teacher observation, and skills performance lists.
- B. Student must score **70% or more on the final written test** to be given credit for Driver Education.

Instruction Permit:

The **instruction permit** is issued by the state to allow a student (ages 15-18) to **legally practice when accompanied by a licensed driver 21 years or older (with one year's driving experience) occupying the front seat.**

Students must have the following items to be eligible to take the instruction permit test.

- A. DE-964 form issued by All Star indicating completion of 6 hours of classroom instruction (concurrent program) or 32 hours of classroom instruction (block program).
- B. TEA Verification of Enrollment and Attendance Form issued by student's school.
- C. Proof of age (Must Be an Original or Certified Copy of Birth Certificate, or Passport.)
- D. Written parental consent (either notarized or signed before a Texas Dept. of Public Safety employee).
- E. Original Social Security Card.

Assessment:*******PLEASE READ CAREFULLY*******

- A. Any student scheduled to drive for behind the wheel instructions, who does not show up for his/her appointment will be assessed up to a **\$20.00 fee for each occurrence** unless All Star is notified two hours before the scheduled driving time.
- B. There is **no assessment for missed classroom instruction.**
- C. There is a **\$50.00 service fee (assessment)** if a student has transferred to/from another school for either classroom and/or in car.
- D. There is a **\$50.00 administration fee (assessment)** if a student withdraws or is terminated.
- E. There is a **\$50.00 variance fee (assessment)** if a student is granted a variance after exceeding 365 days allowed to complete either classroom and/or in car.
- F. There is a **\$10.00 duplicate certificate fee (assessment)** if a student wishes a duplicate of any type of records from All Star.

Refund and Cancellation Policy:

- A. Full refund of tuition will be made to any student up to 72 hours after instruction is first received. Thereafter tuition will be prorated for instruction completed based on the posted rates per hour.
- B. Full refund will be made if the student is not accepted by All-Star Driving School.
- C. All refund requests must be in writing—**no verbal requests will be honored.**
- D. Refunds will be completed within 30 days after written notice of withdrawal is received or after termination for failure of student to comply with attendance policy.
- G. Refunds will be mailed to the student's last known address by certified mail.

Late payments:

Payments are due **thirty days** after beginning instruction or **at completion** of classroom or driving (**whichever is first**). After a 15 day grace period, **a late charge of \$25.00 will be applied.**

Student driving records:

- A. All-Star will maintain a permanent record of instructions given to each student.
- B. Upon completion of, withdrawal of, or transfer from the course by the student, All-Star will give one duplicate copy of student's permanent record to the student.
- C. If additional records are needed (due to loss or transfer) **a \$10.00 fee will be charged** for a replacement copy. (see Assessment item F).
- D. These records will be maintained by All-Star for a period of three years.
- E. Transfer students may receive credit for work completed at All Star provided they complete the program. All-Star shall complete the Texas Driver Education Certificate (DE964) indicating work completed and shall mail the certificate to the chief school official to which the student is transferring.

NSF checks:

There will be **a \$25.00 service charge** for all returned checks.

Financial obligations:

- A. **All students must complete all financial obligations** to All-Star Driving School, Inc.
- B. Certificates of completion (DE964) and permanent records **will be withheld until all financial obligations are fulfilled.**

Conduct Policy:

- A. All-Star Driving School reserves the right to expel any student for a disruptive behavior or failure to follow instructions.
- B. In the event All-Star Driving School, Inc. deems it necessary to expel any student, prorated refund of any unearned tuition will be mailed to the student's last known address within thirty days.
- C. Student may be allowed to re-enroll only after receiving written agreement between All-Star, parents, and student that the student will comply with All-Star rules and regulations

Textbooks and school property:

- A. Any damage to school property (textbooks, chairs, desks, tables, boards, etc.) caused by the student shall be replaced or repaired at the expense of the student.
- B. Certificates of completion (DE964) and permanent records will be withheld until replacement or repair costs are paid.

Injury or property damage:

- A. Any injury or property damage must be reported to the office immediately.
(Information including names, addresses, dates, driver's licenses, insurance policies, time of occurrences, etc.).
- B. Failure to do so will be grounds for immediate expulsion.

Special provisions for in car instruction:

- A. The parent or legal guardian understands that the student may be provided in car instruction on a **one-on-one basis** with only the instructor and student present in the vehicle during the instruction

Grievances:

- A. Any grievance not resolved by the school may be forwarded to the Driver Training -Texas Education Agency, 1701 North Congress, Room 1-109, W.B.Travis Building, Austin, Texas 78701-1494. Ph (512) 936-6777.