



All Star Driving School, inc.

2935 W. 15th St., Plano, TX 75075, (972) 985-8770
12250 Inwood Rd., Suite 1, Dallas, TX 75244, (972) 385-8770
870 N. Coit Rd. #2655, Richardson, TX 75080, (972) 480-8770

Date:	Parent's Initials	Beginning Date:	Time:	Ending Date:	Contract #:
Legal Last Name		Legal First Name		Legal Middle Name	
Street Address				School	Grade:
City	State	Zip	DOB	Age	<input checked="" type="checkbox"/> M <input type="checkbox"/> F
Phone					
E-Mail Address:					

CONCURRENT-BOTH CLASSROOM AND IN CAR (Note: 6hrs (Class 1-2-3) must be completed to qualify for permit)

Classroom Instructions: (* 32 hrs. must be completed or

All-Star is prohibited from issuing a cert/completion.)

16 lessons x 2 hrs./lesson = 32 tot. hrs. x \$7.0313 rate/hr.-----> **\$225.00**

In Car Instructions: (* 14 hrs. must be completed or All-Star is prohibited from issuing a cert/completion.)

7 lessons x 1 hr./lesson = 7 tot. hrs. x \$32.1429 rate/hr.-----> **\$225.00**

7 lessons x 1 hr./lesson = 7 tot. hrs. (included in above)

Permit Testing: (Rules-Signs-Vision tests at All Star included)--> **\$450.00**

RICHARDSON OFFICE CONTRACT

Rec'd Amt.	Ck#	Date	By
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\$ _____ / / _____

(Less:Rich \$25.00 Disc) \$425.00

INSTALLMENT PAYMENT PLAN

Pymt #1 Due upon enrollment-----> **\$235.00**

Pymt #2 Due 30 days after beginning date-----> **\$235.00**

(Includes a \$20.00 finance charge)

Permit Testing: (Rules-Signs-Vision tests at All Star included)

TOTAL PAYMENTS \$470.00

NOTE: (If unpaid after 30 days plus a 15 day grace period, a **\$25 late fee** will be added)

BLOCK-CLASSROOM ONLY (Note: all 32 hrs of classroom must be completed to qualify for permit)

Classroom Instructions: (* 32 hrs. must be completed or

All-Star is prohibited from issuing a cert/completion.)

16 lessons x 2 hrs./lesson = 32 tot. hrs. x \$7.0313 rate /hr.

TOTAL PAYMENTS-----> \$225.00

Rec'd Amt.	Ck#	Date	By	16
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\$ _____ / / _____

DRIVING ONLY

In Car Instructions: (*14 hrs. must be completed or no cert. will be issued)

7 lessons x 1 hr./lesson = 7 tot. hrs. x \$53.5714 rate/hr.-----> **\$375.00**

7 lessons x 1 hr./lesson = 7 tot. hrs. (incl. in above)

May be added to CR/ONLY for \$250.00---(if CR/ONLY was completed at All Star)

Rec'd Amt.	Ck#	Date	BY
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\$ _____ / / _____

"This written agreement constitutes the entire agreement between the school, the student, the student's parents or guardians and no verbal assurances or promises shall bind either of the parties." Please read the entire contract including enrollment policies. Thank You!!!

NOTE: **ADDITIONAL FEES FOR LATE OR EXTENDED PAYMENTS**

WILL BE CHARGED- IF APPLICABLE-SEE LATE PAYMENTS ←----- X: _____

(Parent or Guardian)

By: _____

X _____

(All Star Driving School Representative)

(Student)

"By signing this contract, the student acknowledges he has been furnished a copy of All-Star's Enrollment Policies, including but not limited to: Tuition, **Attendance, Make Up**, Grading & Progress, Refund & Cancellation, Conduct, **Fees**, and Grievances." THANKS!

“ENROLLMENT POLICIES-2018”

All-Star Driving School, Inc. (TEA #C0025), 2935 W. 15 Th St., Plano, TX 75075 (972) 985-8770
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All-Star Driving School, Inc. (TEA # C0025C)870 N. Coit Rd., Suite 2655, Richardson, TX 75080, (972) 480-8770

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
 - 30 hours of behind the wheel instruction (10 of which must be at night) signed off by parent or instructor. (As of 05-01-10)
- B. All-Star Driving School, Inc. is strictly prohibited from issuing a certificate unless the above requirements are completed.
- C. Students should not accept any completion certificate unless all requirements have been fulfilled.

Attendance:

- A. Classroom phase of Driver Education shall be **completed in no fewer than 20 calendar days from classroom start date and must be completed in no longer than 365 calendar days from classroom start date (or 365 days from 15th birthday if classroom was started when student was 14 years of age).**
- 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 withdrawn 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 may be terminated** and an administrative fee will be **ASSESSED**. 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 by the student. The School Director or his Designee has the sole discretion to approve the extension. Upon approval of the variance, the **Student must pay \$50 variance fee.**
- 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:

- 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. Only one Take Home makeup lesson is allowed per day.**
- 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.** Tests may be administered by All Star (see Permit Service). **“STUDENTS MUST APPEAR IN PERSON AT THE TDPS FOR PHOTO AND THUMBPRINT”.**

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 DL-14A (either notarized or signed before a Texas Dept. of Public Safety employee).
- E. Original Social Security Card.
- F. Proof of Texas residency.(Two documents with name and address of student or parent)

Assessment:

- A. Any student scheduled to drive for behind the wheel instructions, who does not show up for his/her appointment will be assessed 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 transfer fee (assessment) if a student has transferred to/from another school for either classroom and/or in car.**
- D. There is a **\$150.00 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.
- G. A \$15.00 finance charge will be assessed if student wishes to pay tuition in Installment Payments.

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. After 365 days all tuition will be forfeited to All Star.
- 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. Please allow 30 days after written notice is received or 30 days after termination for failure to comply with attendance policy.
- H. Refunds will be mailed to the student's last known address.

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 \$35.00 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 Texas Department of Licensing and Regulation, P. O. Box 12157, Austin, Texas 78711-3717. Ph (512)463-6599 Fx (512) 463-9468.

“IN CAR DRIVING POLICIES-2018”

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In Car Driving:

A. “DRIVING TIMES ARE ISSUED ON A “FIRST COME- FIRST SERVED BASIS”

- B. Every student must have a Learner’s Permit prior to booking a driving appointment.
- C. Students must have a “valid” Learner’s Permit or license in their possession at the time of driving instruction (copies of licenses or expired licenses are not valid). It is illegal to drive on an invalid license.
- D. Two students will be in the car with one instructor. Each will drive for one hour and observe for one hour. Each driving session is two hours. Upon occasion, there may be an extra observer in the vehicle or a one-on-one with the instructor.
- E. Students have 1 year (365 days) to complete 7 two hour in car lessons.

No Shows:

- A. Any student scheduled to drive for behind the wheel instructions, who does not show up for his/her appointment, will be assessed a **\$20.00 No Show fee for each occurrence unless All Star is notified two hours before the scheduled driving time.**
- B. All Star has answering machines that will record the day, date, and time of all calls. You may call at any time to cancel an appointment. (We require a two hour notice in order to attempt to refill the driving time with another student).
- C. If a student is here for a driving appointment without his/her permit, or the permit has expired, or non-compliance with required restriction (corrective lenses), they will not be permitted to drive and a “No Show” will be charged.

Scheduling:

- B. All Star receives a weekly schedule from our instructors each Friday at 2:30pm for the following week only—Monday through Sunday. Our instructors have other commitments that change from week to week, thus allowing All Star to schedule only one week in advance.
- G. Students are allowed to schedule **one driving time per week.**
- H. Students are allowed to schedule driving time by phone or in person.
- I. Students are allowed to call All Star on the following Tuesday of the scheduled week for one additional driving time- if available. (Open unfilled driving times, cancellations, no shows).
- J. In this manner, each student has an equal opportunity to obtain at least one driving time per week.
- K. Students are allowed to make a driving appoint for themselves and a driving partner at the same time slot. However, the booking student becomes responsible for both his/her and the driving partner’s “No Shows”.

Hot Lists:

- A. Students may request to be placed on a “Hot List” **each week.** We will go down the list in order of their signing-in and call these students on short notice to fill any no shows or cancellations.

Notes to Parents:

- A. In order to move up to a phase two license, a student must:
 - A. Complete Driver’s Education both Classroom and In car **“Instruction”** sessions
 - B. Be at least 16 years of age.
 - C. Hold their Learner’s Permit for a minimum 6 months.
 - D. Complete Parent Guide 30 Hours In car **“Practice”** sessions (form rev 08/06/2013- can be downloaded on line).
 - E. View Impact Texas Teen Drivers’ 2 hour video. A student must view the video prior to taking in car test at the TDPS (no charge for this on line video). (The effective beginning date for this new rule has been pushed to 09-01-2015.)
- B. Because we allow 1 year (365 days) to complete the In Car instruction, students have a tendency to **“procrastinate”** in completing their required in car lessons. They wait until just before their 16 birthday or just before their 1 year (365 days) is about to expire, then try to complete within a few days. **Please guard against this tendency.** Our policy at All Star is to give all of our students an equal opportunity to sign up for driving times on a **“FIRST COME FIRST SERVED”** basis.
- C. Please be diligent in completing the seven- two hours In car “Instructional” session. All Star has driving times on Saturdays and Sundays, on Holidays, Spring Breaks, etc. The most popular driving times are the weekends, if you are limited to weekends only please be sure to call in early. They will fill up first.

THANKS!