



Customer Policies – Northern Ohio

Top Driver Instructor _____

Today's Date _____ State Completion Date _____

Student Name: Last _____ First _____ MI _____

Student's Birthday _____

Address _____ City _____ Zip _____

Phone _____

High School Name _____

Beginning Driver - Y/N? _____

Class Start Date _____

Class Time _____

Program (e.g., Silver, Gold, Platinum, etc.) _____

Program Cost _____

Top Driver agrees to give the student the following program of driving instruction:

___24___ Hours of classroom training based on the Ohio Driver Training Curriculum

___8___ Hours of behind-the-wheel training based on the Ohio Driver Training Curriculum

This form must be signed by a parent or guardian and brought to the student's first class. We recommend that you retain a copy for your reference.

PAYMENT

Top Driver accepts checks and credit cards (VISA, MasterCard, American Express, or Discover). A \$25 fee will be charged for all returned checks. A minimum \$100 non-refundable deposit is required to enroll in the Silver, Gold & Platinum programs. Full payment is required to enroll in all other programs.

Payment in full is required no later than the first scheduled day of class. Failure to pay in full by the first scheduled day of class will result in a \$25 late fee added to the remaining balance. Payment in full is also required to schedule in-vehicle training.

Top Driver will not refund any fee, tuition, or charge any part thereof should we be ready, willing, and able to fulfill our part of the agreement. \$100 of the payment is non-refundable under any circumstances.

CLASSROOM TRAINING (SILVER & GOLD PROGRAMS)

A student in a driver education course must be at least 15 years and five months of age and possess a Temporary Paper Permit.* The student must attend all 24 hours of classroom training.*

Classroom rules are posted in each Education Center and on our web site. Parents will be notified the first time a student fails to follow these rules. Subsequent violations may lead to expulsion, which will result in forfeiture of all amounts paid to date.

IN -VEHICLE TRAINING

A student can only begin in-vehicle training once they have a Temporary Paper Permit,* and they have paid in full. All lessons are scheduled on a first-come, first-served basis.

A 24-hour notice is required to reschedule or cancel an in-vehicle lesson. A \$35 rescheduling fee will be charged if we do not receive appropriate notice. If a student is not present after 10 minutes from the scheduled start time, this constitutes a "no show" and will be subject to a \$35 rescheduling fee. All students must have their driving permit with them for all in-vehicle lessons.* Students arriving for an in-vehicle lesson without their permit will result in a cancelled lesson and a rescheduling fee.

All in-vehicle training must be completed by the "Training Date". Training Date is 120 days from the last *scheduled* classroom session.

In-vehicle training scheduled *after* the Training Date will be subject to an additional \$150 fee.



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In order to allow time for the student to practice key skills, Top Driver requires at least three days between in-vehicle sessions. Unless designated otherwise on Top Driver Signals customer web site, all in-vehicle training starts and ends at the Top Driver Education Center.

Students must wear glasses or contacts during in-vehicle lessons if they are required. Students are required to wear closed-toe shoes (no flip flops) during lessons for safety reasons.

GENERAL

Please allow up to 10 business days after your last lesson for receipt of your certificate of completion. This certificate is required to take the state test. A replacement certificate can be obtained for \$20.

Commercial driving schools are licensed by the Ohio Department of Public Safety through the Ohio Traffic Safety Office, 1970 W Broad Street Columbus, OH 43223.

All training must be available to be completed within 6 months of start date according to ORC.

Driver training will generally take place in the following counties: Cuyahoga, Lorain, Summit and Trumbull. Top Driver conducts classroom training in the following locations:

Berea HS 165 E Bagley Road
Boardman HS 7777 Glenwood Ave
Brecksville HS 6380 Mill Road
Brookfield HS 7003 Grove Street
Copley HS 3807 Ridgewood Dr.
Cuyahoga Falls HS 2300 4th Street
Fairlawn 50 Baker Boulevard #
Howland HS 200 Shaffer Dr
Hubbard HS 350 Hall Rd
James A Garfield HS 10233 State Route 88
Midpark HS 7000 Paula Dr

Mogadore HS 130 South Cleveland Ave
Niles Mall 555 Youngstown Warren Road
Niles McKinley HS 616 Dragon Dr
Ravenna 2633 Route 59
Revere HS 3420 Everett Road
Stow 3869 Darrow R Suite 110
Strongsville 14773 Pearl Road
Strongsville HS 20025 Lunn Road
Westlake 27014 Center Ridge Road
Westlake HS 27830 Hilliard Blvd.

* State of Ohio law

I AGREE TO THESE TOP DRIVER POLICIES

Parent Printed Name

Parent Signature Date

Student Printed Name

Student Signature Date