



# Customer Agreement & Policies

Two copies of this form must be signed by a parent or guardian and brought to the student's first class.

Student Name: Last	First	MI	Student's Birthday
Home Address	City	State	Zip
Parent Email Address	Parent Phone #		
Top Driver Location	City	State	Zip
Class Start Date	Class Time		
Program (e.g., Silver or Gold)	Program Cost		

Top Driver agrees to give the student the following program of driving instruction based on the Ohio Driver Training Curriculum:

\_\_\_\_\_ Hours of classroom training                      \_\_\_\_\_ Hours of behind-the-wheel training

### PAYMENT

Top Driver accepts checks and credit cards (VISA, MC, AE, or DISC). A \$25 fee will be charged for all returned checks. A minimum \$100 non-refundable deposit is required to enroll in the Silver/Gold programs. Full payment is required to enroll in all other programs. Payment in full is required prior to scheduling in-vehicle training. Top Driver will not refund any payment should we be willing and able to fulfill our part of agreement.

### 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 Permit.\* The student must attend all 24 hours of classroom training with the final test being the last hour taken.\* 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 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". The "Training Date" will be 6 months from the first day of class. 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 location where classroom was held. Students must wear glasses or contacts during in-vehicle lessons if they are required. \* Denotes State Law.

Students are required to wear closed-toe shoes (no flip flops) during lessons for safety reasons. The use of the Top Driver vehicle is not included in the price of this class but arrangements can be made to rent our car for a minimum of two hours on the day of the test by calling 866-964-6446.

### GENERAL

Top Driver instructors are not responsible for students prior to or after a schedule class time or in car lesson. 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. Driver training schools are licensed by the Department of Public Safety through the Ohio Traffic Safety Office, 1970 W Broad Street Columbus, OH 43223.

### I AGREE TO THE ABOVE TOP DRIVER POLICIES

Parent Printed Name	Parent Signature	Date
Student Printed Name	Student Signature	Date
Instructor Printed Name	Instructor Signature	Date



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