



# Customer Training Agreement & Policies

*\*\*Please print 2 copies of this document, fill out and bring to the first day of class.\*\**

Student Name: Last _____	First _____	MI _____	Student's Birthday _____	Age _____
Home Address _____		City _____	State _____	Zip _____
County _____		Part of Town/City _____		
High School _____		Temp # _____	Expiration Date _____	
Parent Email Address _____		Parent Phone # _____		

### **SUBURBAN DRIVING SCHOOL, LLC LOCATIONS**

- Ashtabula Education Center – 3315 North Ridge Rd East Ste 305 Ashtabula, Ohio 44004
- Chardon Education Center – 149 Chardon Square Chardon, Ohio 44024
- Chardon High School – 151 Chardon Ave Chardon, Ohio 44024
- Chesterland Education Center – 8440 Mayfield Rd Chesterland, Ohio 44026
- West Geauga High School – 13401 Chillicothe Rd Chesterland, Ohio 44026

**TEEN PROGRAM CHARGES** – Suburban Driving School, LLC (hereafter SDS) agrees to provide the student \_\_\_\_\_ hours of classroom instruction and \_\_\_\_\_ hours of driving instruction based on the Ohio Driver Training Curriculum at a cost of \_\_\_\_\_. Payment plans are available for an additional one time administrative charge of \$25.00. If the payment plan is chosen, SDS requires half of the total price down prior to the first day of class and the other half payment paid prior to the scheduling of in vehicle lessons. Any additional hours of training will be provided at \$75.00 per hour. SDS accepts cash, checks and credit cards (VISA, MC, AE, or DISC). A \$30.00 fee will be charged for all returned checks. Additional fees for online scheduling and gasoline purchases apply.

**CLASSROOM TRAINING** - A student may begin attending classroom portion at 15 years and five months of age and may begin in vehicle portion at 16 years and must also possess a Temporary Permit. The student must attend all 24 hours of classroom training and pass the final exam. Classes #1 - #8 may be taken in any order. Students are limited to 4 hours of training per day. Classroom rules are posted in each Education Center. 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. SDS will furnish a licensed instructor for all training. Driver training schools and their instructors are licensed by the Department of Public Safety through the Ohio Driving Training Program Office, 1970 W Broad Street Columbus, OH 43223.

**IN -VEHICLE TRAINING** - A student can only begin in-vehicle training once they have a Temporary Permit and they have paid in full and have attending at least 1 of 8 classroom sessions. All lessons are scheduled on a first-come, first-served basis. A 48-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. Pick up and drop off locations may vary. Students arriving for an in-vehicle lesson without their permit will result in a cancelled lesson and a rescheduling fee. In order to allow time for the student to practice key skills, SDS suggests at least three days between in-vehicle sessions. 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. SDS instructors are not responsible for students prior to or after a schedule class time or in car lesson. Each student is required to pay for 2 gallons of gas per drive. The use of a SDS vehicle is not included in the price of this class but arrangements may be able to be made to rent our car, upon availability, for a charge of \$75 per hour.

**CERTIFICATE OF COMPLETION** - SDS will issue a Certificate of Completion for all students who are under 18 years of age and who successfully complete the course with at passing grade of 75% of better. If a Certificate of Completion is lost or misplaced, a duplicate certificate may be issued at a cost of \$20.00. Please allow 7-10 business days to receive your certificate of completion in the mail upon the successful completion of the course. Expedited certificates of completion may be arranged with the office manager with his availability and discretion to do so. A \$20 fee will be charged for this service.

### **I AGREE TO THE ABOVE SUBURBAN DRIVING SCHOOL LLC CONTRACT & POLICIES**

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

<b>PAYMENT RECORD:</b>		
Plan Circle One: _____	Paid in Full _____	Payment Plan _____
Amount Paid _____	Date Paid _____	
Method Circle One: _____	Cash _____	Check _____ Charge _____
Amount Paid _____	Date Paid _____	
Method Circle One: _____	Cash _____	Check _____ Charge _____

Per Ohio code 4501-7-12(B)(9), all training must be completed on or before \_\_\_\_/\_\_\_\_/20\_\_\_\_ (Six months from first day of class).

No refunds will be given if SDS is willing and able to complete all training above within six months from the date of this contract.