



Requirements and Expectations

Student Name _____ Parent Name _____

Class Enrolled: Classroom Behind the Wheel Both

Any questions about this form can be directed to our office by calling 309-319-8632.

The following documents must be on file prior to the first class session.

- **Registration Form** – signed by parent and student (Deposit is required)
- **Requirement and Expectation** (this form) signed by student and parent
- **Driver Education Approval Form** – Signed by parent, student and high school personnel confirming student passed at least 8 classes in the previous 2 semesters.
- **School Transcript** – Confirming student has completed the classroom portion of Driver Education at a public school. (**For students only taking Behind the Wheel**)

Driver Education Classroom

Students will be required to attend a minimum of (15) two hour sessions over a minimum of four weeks. Classroom meeting dates and times will be arranged prior to student enrollment. A maximum of 3 absences are allowed if students make-up the time and material. Any additional absences will result in removal from the class and the school will not refund tuition. Students are expected to arrive to class on time with the necessary materials. Textbooks will be provided during classroom instructions. Textbooks will remain at the driving school.

Students are expected to behave in a responsible manner. Any student that is not behaving appropriate will receive a verbal warning for the first offense and parents will be contacted if there is a second offence. Ongoing behavior that is disruptive to the learning environment will result in removal from the class and the school will not refund any tuition. Cell phone use is prohibited during classroom instructions. Students will be required to turn off their cell phones and put them away. Students are expected to be on task during class.

Students will be assessed over the material covered in class with a regular schedule of test. Test dates will be announced in advance and students must achieve a 75% average on all the tests taken during the course to receive a passing status.

Any damage to the textbook or any other property either during class or when taken home will result in replacement fee.

Remaining tuition payment must be paid by the second class meeting. Failure to pay tuition at this time will result in an additional \$20 fee which will be added to the remaining balance. Tuition can be paid in cash, check or money order.

Instructional Permit

Students must be 15 years old and enrolled in Driver Education before they are eligible to receive their instructional permit. Students are required go to the Department of Motor Vehicles (DMV) to take the written and vision test necessary to obtain their instructional permit. The following documents are required when students go to the DMV.

- **Document proofing Name and Date of Birth**
- **Document proving Residency**
- **Document showing enrollment in Driver Education class**
- **\$20 fee for the first instructional permit**

Behind the Wheel

Behind the Wheel instructions are scheduled by phone or through our website. Student must have a valid Illinois instructional permit to enroll and must have their permit in hand at the time of each lesson. Typically, two students are grouped together for a two hour driving lesson. Each student will receive an hour of drive time and an hour of observation time. A total of 6 driving lessons are required to receive 6 hours of driving instructions and 6 hours of observation. Behind the Wheel will be offered after school and weekends. The state of Illinois requires Behind the Wheel instruction to occur over a minimum of 14 days.

Students that must cancel a Behind the Wheel session must notify the school at least 24 hours prior to the start of session. A \$20 cancellation fee will be applied if a student does not provide at least 24 hours before canceling a session. Instructor will ask students to provide instructional permit before each session. Students must have instructional permit with them for each lesson.

The remaining tuition must be paid by the second driving session. Failure to pay tuition by this time will result in no additional instructions until the tuition is paid in full. A \$20 late fee will also be applied. Tuition can be paid in cash, check or money order.

Once all requirements have been met and tuition is paid in full, student's name will be submitted to Secretary of State's Office to be eligible to get their license.

Acknowledgment Statement

I understand all the rules and expectations associated with attending Elite Driving Academy. I agree to comply with the rules and meet the expectations listed above. Failure to comply with the rules and expectations could result in removal from the class and all tuition paid is non-refundable.

As a student, I will represent myself in a responsible manner while in the classroom or the Driver Education vehicle. As a parent I will help my child be a safe and responsible student while they are enrolled at Elite Driving Academy.

By signing below I acknowledge all the requirements and expectation set forth by Elite Driving Academy.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____