



54901 Mound Road • Shelby Township • Michigan • 800-256-9559 • Monday - Friday 9:00AM to 5:00PM

## SEGMENT 1 DRIVER EDUCATION STUDENT CONTRACT

### Notice

This provider is required to be certified by the Secretary of State. If you have any complaint that cannot be settled with the provider, please complete the DES-P11 Statement of Complaint form found on the Michigan Department of State (“MDOS”) website; [Michigan.gov/DriverEd](https://www.michigan.gov/DriverEd). Completion of driver education instruction does not guarantee qualification for a driver license.

### Attestation

STUDENT NAME (“STUDENT”)	PARENT/GUARDIAN NAME (“PARENT/GUARDIAN OF STUDENT”)	COURSE ENROLLMENT FEE

I, the undersigned Parent/Guardian of Student, agree to enroll Student in the Segment 1 Driver Education Course provided by Courtesy Driving School (Provider: P000161). By signing below, I acknowledge I have read, understand, and agree to the following Terms & Conditions.

### Terms & Conditions

**Course:** The Segment 1 Driver Education Course includes twenty-four (24) hours of classroom instruction comprised of 2-hour classes across twelve (12) class days, six (6) hours of behind-the-wheel (“BTW”) instruction, and four (4) hours of BTW observation. Courtesy Driving School will conduct all BTW instruction in a dual controlled automobile, fully insured, covering each student enrolled in the program. This Course has been approved by the MDOS.

**Eligibility:** Student must be at least 14 years and 8 months of age by the first day of this Course (verification by valid birth certificate, state ID, or passport is required). Student has at least 20/40 vision and does not have any physical or mental conditions that may impact the ability to safely operate a motor vehicle on public streets. Student must be eligible to participate in this Course as determined by the MDOS.

**Schedule:** Classroom instruction will be provided to Student based on the Segment 1 Driver Education Course Schedule. BTW instruction and observation will be arranged directly by Student with the Course instructor and will begin after four (4) hours of classroom instruction. Student must complete all classroom instruction, BTW instruction, and BTW observation hours no later than three (3) weeks following Class Day #12 as scheduled. Failure of Student to complete all Course requirements by the deadline may result in Student being removed from this Course without refund. Student may re-enroll in the Course for a Transfer Fee of \$250.00.

**Attendance Policy:** Student may not be absent on both Class Day #1 and Class Day #2, and is permitted to miss up to three (3) total days of scheduled classroom instruction. All missed classroom instruction must be made up at a future session hosted by Courtesy Driving School in accordance with MDOS regulations. Student may only reschedule BTW instruction directly with the Course instructor during a Class Day. A BTW Rescheduling Fee of \$35.00 shall be assessed for each BTW instruction missed by Student. Failure of Student to be present for Class Day #1 and Class Day #2, and/or miss more than three (3) total scheduled Class Days will result in Student being removed from this Course without refund. Student may re-enroll in the Course for a Transfer Fee of \$250.00.

**Course Conduct:** Student is expected to conduct themselves appropriately at all times while enrolled in the Course. This includes demonstrating respect to the Course instructor and other Course attendees, abstaining from cell phone use, and exercising care while using Course materials, equipment, and facilities. Failure to meet these expectations may result in removal from this Course at the Course instructor’s discretion. No refund will be provided if Student is removed from this Course for any reason.

**Recording:** Student must sign in to each online Class Day using their full legal name. All online classes hosted by Courtesy Driving School will be recorded, including all participants, for the purpose of verifying Student’s Course completion requirements.

**Certificate:** Student will be provided with a Michigan Driver Education Certificate of Completion (“Certificate”) upon passing this Course. The information (date of birth, legal name, etc.) provided by Student to Courtesy Driving School at the time of enrollment will be used to generate the Certificate. Inaccuracies due to incorrect information provided by Student will require the Certificate to be re-issued for a Certificate Re-Issue Fee of \$35.00. Student will receive their Certificate through their student portal within ten (10) days following completion of this Course. An email notification will be sent to Student when the Certificate has been issued.

**Certification:** Student must successfully complete all requirements to pass this Course. This includes, but is not limited to, passing the Segment 1 State Test and the BTW Evaluation. No refund will be provided if Student fails to pass this Course.

**Segment 1 State Test Failure:** Student must score at least 70% on the Segment 1 State Test. Failure to pass after three (3) attempts will allow Student to enroll in Supplemental Segment 1 Classroom Instruction for a fee of \$250.00. Supplemental Segment 1 Classroom Instruction includes twenty-four (24) hours of classroom instruction comprised of 2-hour classes across twelve (12) class days.

**BTW Evaluation Failure:** Student must score at least 26 out of 39 on the BTW Evaluation. Failure to pass will allow Student to enroll in Supplemental BTW Evaluation for a fee of \$40.00 to re-take the assessment. Supplemental BTW Evaluation includes one (1) hour of BTW instruction to be used for the assessment. Student may re-enroll in Supplemental BTW Evaluation until a score of 26 out of 39 is achieved.

**Materials:** Student is required to bring the following materials to Class Day #1: (a) copy of Student's birth certificate, valid state ID, or valid passport, (b) notebook, and (c) pen and/or pencil. Courtesy Driving School will provide the educational materials necessary to complete this Course. Any materials provided to Student are to be returned to Courtesy Driving School in satisfactory condition, as determined by the Course instructor, at the conclusion of this Course. Student will be assessed a Materials Fee of \$100.00 for damaged or lost materials.

**Drive Card:** Courtesy Driving School will provide Student with a Drive Card to log all BTW instruction and observation completed by Student. Student's Drive Card is to be returned to Courtesy Driving School at the conclusion of this Course for processing and record keeping in accordance with MDOS regulations. Student will be assessed a Drive Card Fee of \$35.00 per damaged or lost Drive Card.

**Student Contract:** This form shall be submitted to Courtesy Driving School prior to Class Day #1. Failure to submit this form by the deadline will result in Student being removed from this Course without refund. Student may re-enroll in the Course for a Transfer Fee of \$250.00.

**Bundle:** If Student enrolled in a Segment 1 & 2 Bundle, as determined by Courtesy Driving School, the Course Enrollment Fee includes prepaid enrollment for a Segment 2 Driver Education Course valued at \$95.00. Student may enroll in a Segment 2 Driver Education Course upon meeting all applicable MDOS eligibility requirements and by contacting Courtesy Driving School. The prepaid enrollment is non-refundable if Student fails to enroll or does not meet eligibility requirements.

**Payment:** All fees paid to Courtesy Driving School are non-refundable. The Course Enrollment Fee must be paid by credit card at the time of enrollment. In the event Courtesy Driving School has not received the Course Enrollment Fee by this deadline, Student will be removed from this Course. Additional fees incurred by Student during this Course must be paid prior to the release of Student's Certificate.

**Transfer:** Student may transfer to an alternate Segment 1 Driver Education Course offered by Courtesy Driving School up to 72-hours prior to the start of this Course with no additional fee. Transfer requests made after this deadline will result in no refund and Student will be required to pay a Transfer Fee of \$250.00 to enroll in the alternative Course.

#### **Signatures**

STUDENT ACKNOWLEDGEMENT	DATE
PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT	DATE
COURTESY DRIVING SCHOOL ACKNOWLEDGEMENT DAVEN R. SHASTRI (PRESIDENT)	DATE

#### **Additional Information**

STUDENT NAME	DATE OF BIRTH	PHONE NUMBER
ADDRESS	CITY	ZIP CODE
MEDICAL CONDITIONS THAT POSE A CONCERN WITH STUDENT BTW INSTRUCTION		

#### **BTW Waiver**

Student may complete BTW instruction without another Course attendee in the vehicle in accordance with Section 33(d) of the Driver Education Provider and Instructor Act. Parent/Guardian of Student may attend any such BTW instruction at their discretion.

STUDENT ACKNOWLEDGEMENT	PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT	COURTESY DRIVING SCHOOL ACKNOWLEDGEMENT DAVEN R. SHASTRI (PRESIDENT)
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#### **Segment 1 Driver Education Course Schedule**

COURSE LOCATION		COURSE CODE
CLASS DAY #1 DATE & TIME	CLASS DAY #2 DATE & TIME	CLASS DAY #3 DATE & TIME
CLASS DAY #4 DATE & TIME	CLASS DAY #5 DATE & TIME	CLASS DAY #6 DATE & TIME
CLASS DAY #7 DATE & TIME	CLASS DAY #8 DATE & TIME	CLASS DAY #9 DATE & TIME
CLASS DAY #10 DATE & TIME	CLASS DAY #11 DATE & TIME	CLASS DAY #12 DATE & TIME