

# Customer Training Agreement & Policies

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 #		

**Officers Driving School (Licensed under Schwartz Driving School #1440)**  
Officers Driving School – 2871-B Cleveland Road Wooster, Ohio 44691

**TEEN PROGRAM CHARGES** – Officers Driving School (hereafter ODS/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 \_\_\_\_\_. No refunds will be given if ODS/SDS is willing and able to complete all training above within six months of the deadline date listed below. ODS/SDS accepts cash, checks and credit cards (VISA, MC, AE, or DISC). A \$30.00 fee will be charged for all returned checks.

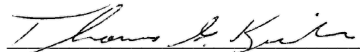
**CLASSROOM TRAINING** - A student may begin attending classroom portion at 15 years and five months of age and may begin in vehicle portion at 15 and 6 months and must also possess a Temporary Permit. The student must attend all 24 hours of classroom training and pass the final exam. Classroom rules 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. ODS/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. 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 \$40 rescheduling fee will be charged if we do not receive appropriate notice. All students must be ready for in vehicle pick up 30 minutes prior to scheduled lesson. If a student misses a scheduled in vehicle lesson, this constitutes a "no show" and will be subject to a \$40 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, ODS/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. ODS/SDS instructors are not responsible for students prior to or after a schedule class time or in car lesson. The use of a ODS/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 \$50.

**CERTIFICATE OF COMPLETION** - ODS/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 \$15.00.

**ADULT TRAINING** – ODS/SDS agrees to provide an over 18 years of age student \_\_\_\_\_ hours of classroom instruction and \_\_\_\_\_ hours of driving instruction based on the Ohio Driver Training Curriculum at a cost of \_\_\_\_\_. Payment is due in full prior to training. No refunds will be given if ODS/SDS is willing and able to complete all training within six months of the contract date. ODS/SDS accepts cash, checks and credit cards (VISA, MC, AE, or DISC). A \$30.00 fee will be charged for all returned checks.

**I AGREE TO THE ABOVE OFFICERS DRIVING SCHOOL/SCHWARTZ DRIVING SCHOOL CONTRACT & POLICIES AND  
RECOGNIZE THAT ALL TRAINING NEEDS COMPLETED BY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.**

Parent Printed Name	Parent Signature	Date
Student Printed Name	Student Signature	Date
Thomas Kircher		
Authorized Employee Printed Name	Authorized Employee 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