



Excel Driving School
Business Offices
4620 Dixie Hwy.
Waterford, MI 48329
Phone: 248-673-6799

Thank you for choosing Excel Driving School. We are a Michigan Secretary of State certified driving school. We employ only the most highly trained and experienced state certified driving instructors.

We have enclosed several documents for you to complete and sign along with this information sheet. You may return them to us on the first day of class along with your payment. If you would like to pay ahead of time, please mail your payment and these documents to us at the office address listed above.

What to bring on the first day of class: Parents do not need to be present for the first night of class. You are invited back for **the last 30 minutes of the last night of class to participate in our parent meeting.** This parent meeting goes over the next steps in your students licensing process.

Payment -

A payment of your full tuition or a deposit of half of the tuition is expected on or by the first day of class.

We accept cash, personal check, money orders or Visa / MasterCard on the first day. We will only accept the full balance payments for credit cards, **partial payments will not be accepted.**

Final payments are to be made by the last Tuesday of class. We only accept cash or money orders.

If a personal check is given for final payment by mistake, your student's completion certificate will be held at our office for 10 days until the check clears. Students will not be given their certificates if there are unpaid balances on their account.

If balances are not paid by the final day of class a **\$25.00 late fee** will be added to your final balance. **We do offer payment extensions in some circumstances, please call the main office.** Accounts 30 days past due will also be charged a **finance charge of 1.5 % per month** until paid in full. **A \$25.00 fee will be charged for all returned checks.**

Photo copy of birth certificate (or state id card) to be kept by the driving school for state records

Pen / pencil and notebook

Student contract filled out and signed

Refunds: We will not issue refunds if we are able to fulfill our part of the services. If a student is unable to complete a program due to illness or other obligations, the tuition received will be credited toward the next program of their choice. If a student is removed from class for misbehavior, excessive tardiness or lack of participation refunds or credit will not be given.

Where to meet on the first day: If your program is held at a high school and you are unable to find us in the class number listed, please go to the high schools main office and ask where Excel Driving School is meeting. The school tends to move us to different rooms at the last minute.

Walled Lake Western High School

600 Beck Road, Wixom

*On Beck Road north of Pontiac Trail

Room # B107

Walled Lake Northern High School

6000 Bogie Lake Road, Commerce

*On Bogie Lake road near Cooley Lake Road

Room # E105

Walled Lake Central High School

1600 Oakley Park Rd, Commerce
 *On the corner of Oakley Park Rd and
 Commerce Rd.
 Room # G105

Waterford Mott High School

1151 Scott Lake Road, Waterford
 * Corner of Scott Lk and Pontiac Lk
 Room # 300

Canton High School

8415 Canton Center Dr
 Canton, MI 48187
 Room#106

Waterford Kettering High School

2800 Kettering Dr, Waterford
 * Off of Hatchery, west of Crescent Lk Rd
 Room # 401

Ortonville-**Lake Louise Nazarene Church**

2300 S. Ortonville Rd
 Ortonville, MI 48462

Detroit – Second Ebenezer Church

14601 Dequindre
 Detroit, MI 48212

Pick up and drop offs:

Class sessions: Student should not arrive for class more than 10 minutes before class begins. Instructors are usually out on driving lessons before class begins and there will not be anyone in the classroom. We can not be responsible for students that are left alone without an instructor. Any students that are found to be disruptive on school property or at our offices will be dismissed from classes.

Driving Lessons: Students should meet the driving instructor in the parking lot at the location where their classroom sessions are held (unless other arrangements have been made). Students need to be on time and waiting for the instructor. Please try to call the instructor if you are running late. The instructor will only wait for 10-15 minutes before leaving to drive with the other student (your students driving partner).

Students need to have a ride waiting for them when class or lessons are over. Instructors need to leave immediately after class is over to provide driving lessons to other students. We can not be responsible for students left after class times. Please have a ride waiting for your student 10 minutes before class is scheduled to be over.

Attendance: In order to complete a class, students need to attend either *24 classroom hours for segment 1* or *6 classroom hours for segment 2*. If a student misses a day of class they must make up the missed time as soon as they can. Students have the option of attending the same location at a different class time, a different location at a different class time or class time in our next session once it begins (except the first day). Have your student talk to their classroom teacher to make arrangements to attend a make up class. When they attend the make up class, that classroom instructor will record the make up time notify the main office for credit to be given.

Classroom conduct: **Students are expected to behave in a mature manner during class time and driving lessons.** Students will be warned if their behavior is becoming a problem and encouraged to change said behavior before they are removed from class. If the problems persist the instructor will ask the student to call their parent / guardian to come pick them up. Once the class day is over, the instructor will call you to discuss the issues and whether the student will be allowed back to class.

Causes for immediate dismissal: Excessive tardiness without permission

Smoking on school properties (or any other illegal activities)

Lack of participation (sleeping, talking, not completing assignments)

Threatening other students or instructors

Destruction of property (books, tables, vehicles, etc)

For the safety of all students, Excel Driving School has the right to remove any problem students from a program. If a student is removed completely from class, refunds / credit will not be given.

Passing the class:

Segment one consists of 24 hours of class time, 4 hours of driving observation and 6 hours of driving

To pass this class a student will need to:

- Attend all 24 hours of class, 4 hours of observation and 6 hours of driving
- Demonstrate safe and responsible driving skills
- Complete all class assignments
- Pass the final with a score of 70% or higher

The NEW state of Michigan Knowledge test is given to students on the last night of class (segment 1 and 2). This is a multiple choice test and is fairly difficult. The reading level of this test is 5-6 grade. We are not allowed to alter or change the content of this test. For students of a lower reading level, we provide this test on CD. If your student requires this assistance they must inform the instructor a week ahead of time to ensure that we have CD players and tests available.

State law now requires, if a student fails the final test, they will only be allowed 2 retests. Students will be allowed to retest 3 weeks after their first test. Retesting is automatically done in the testing night of the next class running at that location. The date and time of this next testing night will be made available to the student by the instructor or by calling our main office. During that time your student is encouraged to study at home or may elect to attend class over to gain knowledge that they may have missed. There is no charge to take classroom sessions over again. We do charge \$30.00 for extra driving lessons.

Driving lessons: Your student will need to complete 6 driving lessons and 4 hours of driving observation during segment 1. Driving lessons occur before or after class and on the weekends.

Students are driven in pairs for their driving lessons. They are partnered with one other student in class that is of their same age and driving experience. While one student is driving, their partner is observing the driving lesson from the back seat.

Driving instructors will sign up students for driving lessons during the second or third day of class. They may start driving lessons as soon as the second day of class. We begin driving lessons starting with the oldest students in the class.

Instructors will try to work around sports schedules, family obligations or other scheduling issues but please remember that driving lessons are a priority that needs everyone's cooperation to complete. If your student has lots of other obligations and there is a large volume of students in class it is not unusual for driving lessons to continue for a week or two after the class is over.

Students should meet the driving instructor at the location where their classroom sessions are held, unless other arrangements have been made. Students are still required to come to class on the days they have driving appointments. **For safety reasons, students are not permitted to wear sandals, flip flops or platform shoes during driving lessons.**

Cancellation of driving lessons: Due to weather conditions, vehicle problems, instructor illness or other emergencies it may be necessary for us to cancel driving lessons. Be assured that the canceled lesson will be rescheduled as soon as possible. **If a student needs to cancel a driving appointment, please give a 24-hour notice to the instructor or administration offices (888-909-5140). If a phone call has not been received, a \$30.00 fee will be charged. All fees must be paid before driving instruction resumes.**

Workbook Fee: In order to provide the best possible instruction possible we have changed our curriculum to meet the new State of Michigan standards. All segment 1 students are required to purchase a workbook for class that will follow along with the textbook that we will provide. Instructors will hand out these workbooks on the first night of class. The cost for workbook is \$5.00 payable by cash or check. You may add this cost to your tuition payment or pay separately if you prefer.

Gas surcharge: To avoid raising tuition prices a gas surcharge may be charged periodically. If gas prices in the area of the class location rise above \$4.00 per gallon at any point during the classroom, the students will be subject to a \$10.00 surcharge payable on or by the last day of classroom instruction.

Parent Permits: A Parent Permit is a Department of Education permission slip that allows a student to legally practice driving with a licensed guardian while attending driver education. **Only students that are road safe and are participating in class** will be issued a parent permit. Students will have completed 10 hours of class time and 2 hours of driving before they are issued a parent permit. **Parent permits do not need to be taken to Secretary of State and should be destroyed when a student receives their green completion certificate after passing driver education.**

Denial of certificate: **In the event that a student is not progressing to a safe driving ability, they will fail driver education.** If it looks like a student will fail their driving lessons, parents have the option of stopping the driving lessons at lesson #5 and practicing at home with their student on a parent permit. After a week or two has passed, the parent can call to set up the student's last lesson. If the student still has not progressed to a safe driving ability we will deny them their completion certificate. **Additional driving lessons can be purchased at \$30.00 per lesson.**

Parent Meeting: Our instructors wish to invite you to attend a parent meeting on the last night of class. **This meeting will be held during the last 30 minutes of the last night of class at the classroom location that your student is attending.** Topics to be covered will include: What are the next steps in the licensing process, tips for practicing with you student and a question and answer session. This meeting is not mandatory

Replacement Documentation: The certificates that your students receive are valuable documents proving attendance in a driver education program. In the event that your student loses these documents they will need to be replaced. Please call our office to place a replacement order. You will be required to pay \$10.00 for the replacement certificate when the order is placed, either by credit card or check. Please allow 4-5 business days for the new certificate to be received.

Extra Fees – does not apply to all students

Textbook fee	\$30.00 – payable for unreturned and damaged books
Gas surcharge:	\$10.00 (if gas is over \$4.00 per gallon)
Extra Private Driving Lesson:	\$30.00 per hour
No Show fee for driving lesson:	\$30.00
Returned Check Fee:	\$25.00
Late Tuition Fee:	\$25.00 (charged after the last day of CLASS)
Finance charges:	1.5% of total tuition owing 30 days past due
Replacement certificate:	\$10.00 per certificate payable before receiving certificate

Additional Driving Lessons:

We offer additional hours of driving to any student currently enrolled in a class or for students that have graduated our program. The cost for each additional hour is \$30. Additional lessons are helpful if you find that you do not have the time to practice with your student or you feel that you would like your student to have some advanced driving skill instruction. These lessons are tailored to meet your student's individual needs above and beyond the 6 hours of driving that they receive in Segment 1. You may request additional lessons by calling our main office at 248-673-6799 or speaking directly to your student's classroom instructor.

Student Contract – Excel Driving School, LLC.

Business Offices

4620 Dixie Hwy. Suite A
Waterford, MI 48329
(248) 618-3816

Student Name: _____
First Middle Last

Address: _____
Street City State Zip Code

Phone: _____ Date Of Birth: ____/____/____

Emergency Contact: _____ Phone #: _____

Class # _____ Location: _____ Start Date: _____ End Date: _____

Please select the desired service

_____ Segment 1 Location: _____ Price: _____

Segment 1 consists of 24 hours of classroom, 4 hours of observation and 6 hours of on road coaching. A payment equal to half the full tuition is due the first night of class in cash, check or credit card. The remaining balance must be paid in full before the class ends in order to receive a completion certificate.

_____ Segment 2 _____ \$40.00

Segment 2 consists of 6 hours classroom instruction. A tuition fee of \$40.00 is due in full on the first night of class. Tuition must be paid in full to receive a completion certificate.

(Segment 2 only) Permit #: _____ Expiration Date: _____

Excel Driving School will not refund any fee, tuition, charges or any other part thereof should the school be able to fulfill its part of the service. Postponement or cancellation of any on the road coaching (ORC) session must be made with in 24 hours of the scheduled appointment to an employee of said school or the student will be charged a \$ 30 fee. This fee shall be paid in full before any additional ORC is received. All fees and tuitions must be paid in full before the last day of class or a \$25.00 late charge will apply. Any account 30 days past due will be charged a 3% finance charge per month until paid in full. Excel Driving School reserves the right to cancel, postpone or reschedule classes or lessons at its sole discretion.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

Excel Driving School Rachel R. Duncan, Owner Date: _____

Notice: This school is required to be licensed by the Michigan Department of State, Driver Training and Testing division. If you have a complaint that you cannot settle with this school write: Michigan Department of State, Driver Training and Testing Division, P.O. Box 30640, Lansing, Michigan 48909-8140. Completion of a driver-training course does not guarantee qualification for a driver License. License # P000207

The driving record of each individual instructor is available for review upon request.

Business office hours 10:00 – 4:00 Monday-Friday

Copies of this contract provided upon request

Please choose only one option below.

Option # 1 – On-the-road student instruction agreement. This agreement provides that Excel Driving School shall have not less than two (2) students in the training vehicle used by the student or customer during behind – the- wheel instruction.

By choosing this option: We may not drive your student alone. We must have 2 students in the car at all times. If your students driving partner does not show up we will not be able to provide a lesson to your student unless a family member rides along.

Parent: _____ Date _____

Option # 2 – Individualized on–the-road instruction. By signing below I authorize Excel Driving School, LLC to allow a certified instructor employed by the provider to offer my child on-the-road instruction without another passenger in the vehicle.

By choosing this option: We are allowed to drive your student alone if their driving partner does not show up.

Parent: _____ Date _____

Parents: It is very important that we know as much information about your student as we can so that we are able to provide the best instruction possible. Please answer these questions with as much detail as possible.

- Does the student require any special accommodations to participate in the classroom phase (ie: test being read to them, an interpreter, seat arrangements, etc)? Yes _____ No _____
Please explain _____
- Does the student require any special accommodations to participate in the driving phase (ie: adaptive devices, an interpreter, etc)? Yes _____ No _____
Please explain _____
- Is the student on any type of medication may affect his/her ability to drive a motor vehicle safely?
Yes ___ No ___ Please explain _____
- Are there any medical conditions that would pose a concern with the student’s behind-the-wheel instruction (epilepsy, asthma, color blindness, hearing loss)?
Yes ___ No ___ Please explain _____
- Is the student’s visual acuity at least 20/40 corrected? Yes _____ No _____
- In the last six months, has the student had a fainting spell, blackout, seizure or other loss of consciousness?
Yes _____ No _____
- In the last six months, has the student had a physical or mental condition which will affect his/her ability to drive safely? Yes _____ No _____

If the answer to question 5 is no, or either of questions 6 or 7 is yes, then the parent / guardian must provide a letter signed by the students physician indicating that the condition has been corrected and/or is under control, and the student meets the physical and mental requirements for a motor vehicle operator’s license under Section 309 of the Michigan Vehicle Code, 1949 PA 300, MCL 257.309.

I certify that the information on this form is true and accurate to the best of my knowledge

Parent

Student

Date