

## C & C Driving School LLC

12320 Oakland Hills Dr.  
DeWitt, MI 48820  
candcdrivingschool.com  
(517) 669-0143

Hours: Monday-Friday, 10:00 am-4:00pm

Classroom Location: DeWitt Jr. High School room 112

Program Number \_\_\_\_\_ Date of class: \_\_\_\_\_

Student Name \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

### COURSE PROVISIONS

C & C Driving School will provide a minimum of 24 hours of classroom instruction, 6 hours of behind-the-wheel (BTW) Instruction, and 4 hours of observation time in a dual controlled automobile, fully insured, covering each student enrolled in the program. Classroom instruction must be a minimum of 3 weeks in length. BTW instruction shall not Begin until the student has received a minimum of 4 hours of classroom instruction. BTW instruction must be completed No later than 3 weeks after the classroom instruction has been completed.

### REQUIRED LANGUAGE

**NOTICE: This provider is required to be certified by the Secretary of State. If you have any complaint, which you cannot settle with this provider, write: Michigan Department of State, Driver Programs Division, Lansing, MI 48918. Completion of driver education instruction does not guarantee qualification for a driver license.**

### TERMS

1. The student must be at least 14 years/8 months of age by the first scheduled day of class (verification by birth Certificate required). Please mail birth certificate photo copy with registration form.
2. The parent or guardian agrees to pay the amount of \$325 which needs to be paid in full before class begins unless other arrangements have been made. Checks and money orders should be made payable to C & C Driving School and mailed to the address above. Returned check from a lending institution will be charged \$30 NSF fee. C & C Driving School also accepts cash, credit cards as well.
3. Requirements to pass the course:
  - A. BTW: Demonstration of proficiency of skills listed in the Michigan Dept. of State Driver Education Curriculum Guide, Section 5B-Segment 1.
  - B. Classroom instruction: Successful completion (70% or better) of the Department of State Test. **(See appendix #2 Test retakes)**
  - C. Required attendance (24 hours of classroom hours, road- 6 hours/4 hours' observation time) per State of Michigan requirements.
  - D. Successful completion of homework as required.
  - E. Student drive sheets are turned in to C & C after completion of sixth drive.

- F. Student turns in Pink Slip on the last day of class. **(See appendix 1 Pink Slip Information)**
4. The required score to pass the State Test is 70%.
  5. The cost of materials and supplies for the class is included in the fee.
  6. In the event of a driving appointment “no-show” or cancellation without 24-hour notice, a fee of \$25 will be charged. This fee must be paid to any additional driving being given or certificate being issued.
  7. If a student should miss a class for any reason the day(s) shall be made up at the end of the class or the next scheduled Segment 1 class. Students are expected to be present for ALL scheduled driving/observation/classroom sessions. In the event of an absence, the student must make up the driving or same missed class session in the next available offered Segment1 course. A Segment 1 certificate of Completion cannot be issued until all class/driving/observations are made up. **(See appendix #2 Class Make-Up)**
  8. At. Least 2 students will be in the driver education vehicle whenever BTW instruction is provided, unless a waiver is signed by the parent or guardian. The 6 hours of driving and 4 hours of observation will be conducted outside the classroom hours. The student **MUST** be available to participate in BTW instruction **after school, evenings and weekends.**
  9. **NO electronic devices of any kind may be used in or during class or in the car unless requested by the instructor.** All devices must be turned off and stored away if brought in the classroom. The instructor may request all devices be collected before the lesson.
  10. Any student who comes into class more than 10 minutes late, returns to class late after the short break or leaves the classroom before the designated break time will be marked tardy. Two tardies will be counted as one absence and the time must be made up in the next class.
  11. All conversations that are **NOT** part of the classroom discussions or lectures will not be permitted. Those who continue to talk, interrupt, or disrespect the class or guest speakers will be marked as not participating in classroom lectures or discussions. Any continued interruptions will result in dismissal from the class with no refunds made.
  12. Sleeping in class or working on other activities while in class will be considered as being absent.
  13. The instructor retains the authority to devise a room seating chart or ask students to sit in certain seats during the course.
  14. **ANY** student who is disrespectful to an instructor, guest speaker, another student, or an employee of the school may be dismissed from the class. **(See the complete list of rules at appendix #3)**
  15. The 6 hours of driving will be conducted outside of the classroom hours. The student **MUST** be available to drive after school and on weekends.
  16. Please pick students up on time when class is over.

### REFUND POLICY

If for some reason you decide to withdraw from the course before it's completion, your refund will be based on the following pro-rated schedule:

- A. During the first two classes, if no BTW lessons were taken, 90% of the total tuition is refunded.
- B. During the third and fourth classes, if no BTW driving lessons were taken, 75% of total tuition is refunded.
- C. During the first four classes, if one hour of BTW driving has been completed, 50% of total tuition is refunded.
- D. During the first four classes, if two or more hours of BTW driving has been completed, at any time after the fifth class, no refund will be given.
- E. A \$ 25-dollar fee will also be assessed for every driving session, no-show or cancellation without a 24-hour notice that occurs prior to the withdrawal.

**Required student health questions:**

1. Does the student require any special accommodations to participate in the classroom phase (i.e., test being read to him/her, an interpreter, seating arrangements, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Does the student require any special accommodations to participate in the behind-the-wheel phase (i.e. adaptive devices, an interpreter, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

3. Is the student taking any medications that may affect his/her ability to drive a motor vehicle safely?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

4. Are there any medical conditions that would pose a concern with the student's behind-the-wheel instruction (epilepsy, asthma, color blindness, hearing loss)? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

5. Is the student's visual acuity at least 20/40 corrected?

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

6. In the last six months, has the student had a fainting spell, blackout, seizure, or other uncontrolled loss of consciousness?

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

7. In the last six months, has the student had a physical or mental condition which affected his/her ability to drive a motor vehicle safely?

Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

**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 student's 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.**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

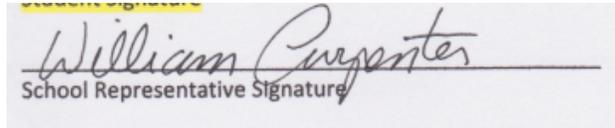
\_\_\_\_\_  
Date (MM/DD/YY)

Please make 2 (two) copies of all 6 pages of this document. One copy is for your records, the other should be mailed along with the tuition and a photocopy of the student's birth certificate, or passport, or Michigan I.D. to the address listed on the contract.

**I have read and agree to the terms and policies outlined above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature



William Carpenter  
School Representative Signature

\_\_\_\_\_  
Date of Contract

**Parent waiver agreement for individualized on-the-road instruction.**

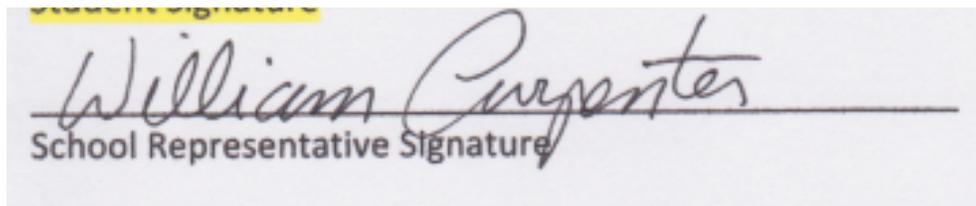
**At least two students will be in the driver education vehicle whenever behind-the-wheel instruction is provided, unless a waiver is signed by the parent or guardian.**

By signing below, I, \_\_\_\_\_, authorize  
Printed name of Parent/Guardian

C & C Driving School to allow a certified instructor employed by the provider to offer my child on-the-road driving instruction **without another student in the vehicle.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



William Carpenter  
School Representative Signature

## Appendix #1

### Pink Slip Information

Pink slips allow driver's education students to drive with a parent or legal guardian while taking a driver's education class. The following rules apply:

Students can only drive where they have been with an instructor

- A. Drive 1- Residential streets up to 40 MPH
  - B. Drive 2- Rural highways up to 55 MPH
  - C. Drive 3- Interstate highways up to 70 MPH
  - D. Drive 4- Downtown Lansing (practice on one way streets)
  - E. Drive 5- MSU/East Lansing
  - F. Final evaluation drive
1. Students may not drive out of state on a pink slip
  2. If you wish your child drive with another adult 21 years or older, they must be licensed in Michigan and insured in Michigan. You must give them written permission and keep this in the car at all times.
  3. Like a regular license, the pink slip should be with your child whenever they drive. If lost or destroyed ask classroom instructor for a new one.
  4. Student can drive at night with the pink
  5. Do not need additional car insurance under the pink slip. They will be considered as a guest driver under parent's insurance.
  6. ALL PINK SLIPS will be collected on the last day of class. Student will only receive their Green Completion Certificate when the Pink Slip is turned in. A delay in turning in the Pink will result in a delay in receiving their class completion certificate.
  7. If you have any questions or concerns, please contact our office at 517.669.0143

## Appendix #2

This is C & C's Segment I classroom make-up time and State of Michigan Test retake policies.

Class Make-up time and Test retake policies are listed below:

Under the State of Michigan, students in Segment I class must complete a minimum of 24 hours in class with a certified instructor. Students who miss class time must make it up. We offer students 2 options:

1. Students can return to the next Segment I class and make up time on dates(s) given by an instructor for no additional cost.
2. Student will be given a time by the instructor for make up at an earlier date but must pay \$40 dollars an hour. However, if more than one student needs to make up time, the hourly cost of \$40 an hour can be shared by those students. C & C Driving School doesn't profit from doing make up classes, below are the costs incurred:
  - a. \$20 goes toward paying DeWitt School Districts room rental fee.
  - b. \$20 goes towards paying the instructor.

### **Appendix #3      Additional classroom rules**

1. Students are NOT allowed to be anywhere in DeWitt High School or Junior High except the immediate hallway, restroom, and classroom areas unless they are part of a school activity before or after the driver's education class.
2. Any damage done by a student to DeWitt school property, buildings, or grounds will result in the student being immediately dropped from the class with NO refund given. Any payment necessary for the damage will be the responsibility of the student and/or parent. Criminal activity will be reported to local authorities and the student's parent/guardian.
3. Restroom use will be limited to before class unless it's an emergency.
4. Students are responsible for having their class materials with them for each class and their drive sheet for each drive.
5. Please no open toe shoes when driving.
6. Any student suspected of being under the influence of alcohol or drugs during class or while driving may/will be dismissed from the program and their parent/guardian will be notified. If necessary, local law enforcement officials will be notified. No refund given.
7. Please no food, beverages, or gum allowed in class or while driving.
8. Students are expected to pay attention during class and on their drives. Excessive talking either in class or while driving could impact their passing the test and the class.
9. Attitude and maturity are an important part of driver's education and of teenage driving. There are always risks when teaching new drivers, the consequences are too great to have immature teenagers behind the wheel with other students and instructors in the car.

I understand the school rules and agree to abide by them: \_\_\_\_\_  
student signature