

STUDENT ENROLLMENT CONTRACT

Traditional Classroom and BTW

Minor

(C3319)

Name of School: Mansfield Driving Academy Phone: (817) 225-2808

Classroom Address: 2364 US Hwy 287, Ste 123 City: Mansfield State: TX

Student Last Name: , Student First Name:

Date of Birth: Driver's License # (if applicable):

Address: City: State:

Zip Code: Email Address: ,

Student Cell #:

Parent Name: ,

Parent Name: ,

Parent Email: Other Email:

CLASSROOM & BEHIND-THE-WHEEL INSTRUCTION - CONCURRENT COURSE

Class Lessons: 16 Length of Course: 32 Hrs. Length of Lesson: 2 Hrs. Cost per Lesson: \$23.75

BTW Lessons: 7 Length of Course: 14 Hrs. Length of Lesson: 2 Hrs. Cost per Lesson: \$0.00

*7 driving lessons are provided free with purchase of full course

Package Add-ons:

****** TO BE PAID ******



Total Course Rate: \$

Class Times:

A no show fee of **\$35.00** will be charged if the school is not notified of a cancellation at least **24** hours prior to a scheduled in-car lesson. A fee of **\$100.00** will be charged if a student defaces or damages any school property (desks, tables, textbooks, etc.) If gas prices exceed **\$4.00** per gallon, an additional fuel surcharge of **\$3.00** may be charged for each lesson.

ATTENDANCE / ABSENCE

A full hour of absence is charged to the student when he/she does not attend the full 55 minutes of instruction during a 60-minute period. If a student is absent in excess of 10 classroom hours, the student enrollment will be terminated from that class.

GRADING / PROGRESS Progress standards must meet the requirements of the current rules adopted by the Texas Department of Licensing & Regulation (TDLR). Mastery is a prerequisite to awarding a grade of 70 or above. Evidence of mastery shall be determined by one or more of the following methods: 1) unit tests; 2) written assignments; 3) skills performance checklist; and 4) comprehensive examinations of knowledge and skills.

RULES OF OPERATION AND CONDUCT

A student or prospective student may be dismissed or barred from the school for tardiness; drunkenness or obvious signs of drug use; rude, vulgar or disruptive behavior; smoking or using tobacco products; using a cell



phone during class or in the car; or being otherwise inattentive (sleeping, texting, reading, etc.). Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract before midnight of the third day, other than a Saturday, Sundays, or legal holiday, after the date the enrollment contract is signed student, unless the student successfully completes the course or receives a failing grade on the course examination; or the enrollment of the student was procured as a result of a misrepresentation in advertising or promotional materials of the school or course provider; or a representation made by an owner or employee of the school or course provider.

REDEEMING OF PACKAGE SERVICES

- Any physical items will be shipped as soon as we reasonably can.
- Any items of service value must be redeemed at appropriate steps when the student has met both the lawful and educational requirements.
- All service related add-ons will be redeemed by communicating either by email or phone to Mansfield Driving Academy no-later than **three-days** prior to any date that the customer wishes to redeem their purchased service.
- Mansfield Driving Academy makes no guarantees that the day and time for the redeeming of services will be available.
- Purchased services and products are only valid for the student listed above and are non-transferable to any other student or person.

REFUND/TERMINATION/DISCONTINUED COURSE POLICY

- Refunds are based on the period of enrollment computed on the basis of course time expressed in clock hours. • The effective date of the termination for refund purposes will be the earliest of the following: (a) the last day of attendance, if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) the 10th school day following the last day of attendance.
- Mansfield Driving Academy may retain up to \$50 for administrative fees before making a refund. All refunds will be made in full minus the administrative fees and services already rendered.
- The notice of Cancellations and Refunds must be made in writing either by email or letter from the parent listed on this receipt. The actual issuance of monies, for purpose of refund, will have to be done at Mansfield Driving Academy offices.
- Customer has **one-year** from the start date of the traditional course (if over 15 years of age at the start of the course) OR one-year from the point of the issuance of the learner's permit if student started the parent-taught course before the age of 15. If services are not redeemed after such time the services pre-purchased will be forfeited.
- All services, courses and instruction are not refundable after 6 months from the purchase date if such



services, course and/or instruction has not been redeemed or otherwise started by the student.

- The school shall refund items of required extra expense to the student, if applicable, including instructional supplies, books, laboratory fees, service charges, rentals, deposits, and all other charges not later than the 30th day after the effective date of enrollment termination if: (a) the extra expenses are separately stated and shown in the information provided before enrollment; and (b) the student returns to the school any property in the student's possession and (c) not including optional package add-ons of a physical nature that were shipped and is wholly owned by the customer purchasing.
- Any physical merchandise or consumables purchased by the customer is non-refundable upon original completion of the sale or when items are shipped; whichever occurs last.
- Refunds shall be completed within 30 days after the effective date of termination.

I have been furnished a copy of the [school tuition schedule](#); cancellation and refund policy; make-up policy and school regulations pertaining to absence, grading policy, progress, and rules of operation and conduct. <http://www.mansfielddrivingacademy.com/policies.html>

Mansfield Driving Academy makes no promises that a drive time or classroom schedule will be available on the day or time that is requested from the customer. The customer/student understands that drive times should be paced out in a way that best allows the student to drive both at home and with the driving academy and not to speed through the driver education process without any practice time at home between scheduled drives.

Signing-up for a drive time is based on a 'first-come-first-served' system where the individual student will be responsible for signing up for individual drive times when such drive times are made open by the school. Due to demand, the student may not receive a drive time within that requested time period. The student agrees to be patient with the process and notify the school when efforts to secure a drive time are not successful.



The school maintains a business insurance policy for vehicles with coverage as required by Texas Transportation Code, Chapter 601, and uninsured or under-insured motorist coverage.

The school is prohibited from issuing a DE-964 or ADE-1317 if the student has not met all of the requirements for course completion, and the student should not accept a DE-964 or ADE-1317 under such circumstances.

This agreement constitutes the entire contract between the school and the student and no verbal assurances or promises not contained herein shall bind the school or the student.

I further realize that any grievances not resolved by the school may be forwarded to Texas Department of Licensing and Regulation Attention: Enforcement Division PO Box 12157 Austin, TX 78711; 800-803-9202 www.tdlr.texas.gov/complaints

READ ENTIRE CONTRACT BEFORE SIGNING

April 4, 2026

Student's 18 years old or older please sign below. Parent's of Minor students please sign below for the contract.



Document ID: eb537e072b042bb1ee7360dcdce007614c753422

Generated on: May 20, 2022

Signed On: <https://mansfield-drive.com/>

Jakob Howe

X

X

Signed By Jakob Howe

Signed On: February 22, 2024



Signature Certificate

Document name: Teen - Full Package (Classroom & Behind-the-Wheel)

🔒 Unique Document ID: EB537E072B042BB1EE7360DCDCE007614C753422

LEGALLY SIGNED USING
WPsignature
Build. Track. Sign Contracts.

Timestamp

May 20, 2022 4:41 pm CDT

Audit

Teen - Full Package (Classroom & Behind-the-Wheel)
Uploaded by Jakob Howe - mansfielddrive@yahoo.com
IP 99.61.190.245



This audit trail report provides a detailed record of the online activity and events recorded for this contract.

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