

THANK YOU

FOR YOUR REGISTRATION!

To complete your enrollment - Please do the following:

1. Complete the **ADDITIONAL INFORMATION** section
2. Enter **CLASS NUMBER** and/or **START DATE**
2. Complete (Use **FULL Name**) and sign the **ENROLLMENT AGREEMENT**
3. For **Credit Cards** complete the **PAYMENT** section.
4. **MAIL** 1. This form, 2. The completed agreement and 3. The payment to:

SEND FORMS TO:

TRIDENT DRIVERS SCHOOL
8308 N COUNTY ROAD KK
MILTON, WI 53563

ADDITIONAL INFORMATION

PARENT'S NAME		CLASS NO: ➡	ELK -
MAILING ADDRESS <small>(OR "SAME")</small>		START DATE ➡	
EMAIL ADDRESS <small>(FOR CONFIRMATION)</small>		CONFIRMATION <small>(FROM WEBSITE)</small>	
HIGH SCHOOL <small>(HOME OR NONE)</small>		HOME PHONE	
HOW DID YOU FIND US? <small>(PLEASE CIRCLE ONE)</small>	1. Phonebook 2. Internet 3. Friend 4. Family 5. High School 6. School Car 7. School Office 8. Other <small>(List)</small>	CELL PHONE	

PAYMENT INFORMATION

1. **Payments** We accept cash, checks, MoneyOrders, PayPal, (payments@driver-ed.com), MasterCard, VISA, Discover & American Express
2. **Classroom** tuition (\$90.00) is the only amount you need to send. (Total Tuition for the Basic Course is \$300.00)
3. **In-Car lessons** can be paid for 1. now, 2. at the start of class, 3. the first in-car lesson 4. or by bringing a payment to each lesson.
4. **Payment plan** is free as long as the payments are made at each lesson. Interest (1.5% monthly) is added to past due accounts.
5. **Returned checks** are processed by PayAlliance® - the amount of the check plus a \$40.00 fee are electronically deducted from your account

CREDIT CARD INFORMATION

CREDIT CARDS ARE NOT CHARGED UNTIL THE START OF CLASS

CARDHOLDER		ZIPCODE	
CARD NUMBER		EXPIRATION	<small>MONTH YEAR</small>
AMOUNT <small>SELECT AMOUNT</small>	\$90.00	PAYMENT AGREEMENT	
	\$300.00	I agree to pay the amount SELECTED to card issuer according to the cardholder agreement	
SIGNED	<small>CREDIT CARDS ARE NOT CHARGED UNTIL THE START OF CLASS</small>		DATE

a-TRIDENT DRIVERS SCHOOL

45 N WASHINGTON STREET - ELKHORN, WI 53121 - 888-723-6442

STUDENT INFORMATION

Please **PRINT** your **FULL NAME** (including your middle initial) as it will appear on your **Driver's License**

CIRCLE ONE

FIRST NAME _____ MI _____ LAST NAME _____ M F

STREET ADDRESS _____ P.O.BOX _____

CITY _____ STATE _____ ZIP _____ BIRTHDATE _____ / _____ / _____

ENROLLMENT AGREEMENT

AGREEMENT NUMBER

OFFICE USE ONLY

TERMS AND CONDITIONS

- Complete Course** includes 30 hours classroom and a minimum 12 hours of in-car instruction (6 driving - 6 observing) which meets all requirements to qualify for a Wisconsin Drivers license. Students who furnish proof they have completed the classroom at a High School or Driving school within the last 12 months may enroll for just the in-car portion of the course. Enrollment in the Complete course saves \$60.00.
- Classroom Course** requires 30 hours in attendance and a passing score of 80% on class work. Any time missed (including tardiness) must be made up. A maximum of three (3) absences are allowed (emergencies only). A fourth miss will result in the student being dropped from the current class. Student may return to class with the next group starting from the first session they missed. All make-up work must be completed within 120 days after the final session or student will be dropped from the program and lose their instruction permit. Dropped students may re-register and restart the course from the first session.
- Instruction Permits** Receiving the authorization from the school needed to obtain the Instruction Permit requires a signed enrollment agreement, payment of the classroom tuition and registration for in-car lessons. Student is required to take their first in-car lesson within 60 days of receiving the license application (MV 3001) from the school and at least one lesson every 60 days or permit will be revoked which re-starts the six month waiting period. (WI Stat 343.14(5)) Classroom only students are not eligible for an instruction permit until they have completed all the class requirements and are enrolled in an In-Car course.
- In-Car Course** Completion before the student becomes eligible for the skills test requires promptly beginning lessons after obtaining their instruction permit. Cancellations, no-shows or excessive appointment changes by the student release the school from any obligation for timely completion of the course. In-Car course must be started within 12 months from the end of class. Additional in-car lessons, beyond the required minimum, are available for \$35.00 each
- Lesson Cancellations** There is a \$25.00 fee for lessons missed not cancelled 24 hours in advance. There is no charge for cancellations due to severe weather providing the student contacts the instructor *prior to the start time* of the lesson. If the student has three (3) "No Shows" we will drop them from the program and revoke their permit. If the student is late for a lesson they are required to make up the time and pay any additional cost. (If the instructor is late the time will be made up at with no additional charge).
- Payment Plan** for in-car lessons is free as long as student brings a payment to each session until their account is paid in full. Interest will be added for missed payments or past due balances from date of last payment. (1.5% monthly) The school is not required to refund any tuition or part of tuition if the school is ready, willing and able to fulfill its part of the agreement. (WI Stat 343.72(3))
- Collections** Student and sponsor agree to pay all reasonable costs and fees incurred by the school for collection of any amounts owed by the student to the school. Returned check amount plus a fee of \$40.00 will be withdrawn electronically from the checking account by PayAlliance®
- Prohibited Practices** Any cell phone use during class is prohibited. Any activity which may interfere with another student's learning is inappropriate. Student may be dropped from the program (without refund) for any illegal, inappropriate or irresponsible behavior. The school is the sole judge of what is acceptable. Intentional damage to school property or premises will be paid for by the student.
- Exceptions** No failure by the School to enforce any provisions herein after any noncompliance shall be deemed either a waiver of any provision or the right of the School to enforce each and all of the provisions herein upon any further or other noncompliance.
- Agreement Term** This agreement expires one (1) year from the start date of the class. This agreement constitutes the entire agreement between the school, and the student and no verbal statement or promises will be recognized. (WI Stat 343.72(4))

➔ I am enrolling in: **Complete Course \$300.00** **In-Car only \$210.00** **Classroom only \$150.00**
CLASS (30 hrs) \$90.00 & BTW (6 hrs) \$210.00 6 hours BTW & 6 hours OBS No In-Car Lessons • No Instruction Permit

I have read and agree to these terms & conditions:

STUDENT _____ DATED _____
STUDENT SIGNATURE _____ TODAY'S DATE

SPONSOR _____ ACCEPTED _____
PARENT OR SPONSOR SIGNATURE _____ DRIVER SCHOOL OFFICIAL SIGNATURE

ORIGINAL - STUDENT
DUPLICATE - SCHOOL

2011-12-01

CLASSROOM

ATTENDANCE for the full 30 hours is mandatory, (state law) The Department of Transportation requires a valid reason for missing class, We realize that emergencies can arise, however, the time must be made up by attending the next available class or by completing an assignment. **You will receive a notice** by email with the assignment, the make-up date and the deadline. You have 120 days from the end of the class to complete any make-up work. Not meeting the deadline will require you to re-register and start class over.

EXCESSIVE ABSENCES Excused or not the student is only allowed to miss a total of six (6) hours of class (including tardiness) during the ENTIRE course. **If more than the allowed time is missed the student will be dropped from the current class.** You will be transferred to the next available class. If you do not make-up the work by the deadline in the notice you can lose your permit and course registration

MAKE-UP WORK The make up assignments are online at www.tridentstudents.com. Follow the link and download the study guide and when you are prepared take the test. Sign in with your Student ID and the password you receive in the email notice.

START TIME Classes start promptly at the designated times **Classrooms open 15 minutes prior to the start of class** to allow time to sign-in and locate a seat. **Students are expected to be in their seat ready to go at the start time.** The sessions end two (2) hours and 10 minutes later. Because the instructor may have in-car students after class persons providing transportation for students are requested to be prompt in arriving and departing.

CLASSROOM IS ONLY OPEN WHEN CLASS IS IN SESSION

RECORD CARDS You must sign in for each session on your record card in **blue or black ink**. if you do not you can be marked absent which becomes part of your permanent record **You will be required to do the make-up work** because the absence is on your record and we must have the work on file for inspection by the Motor Vehicle Department.

CLASS SCORES In the classroom responses are recorded by remotes which allows each student to respond to each question anonymously and provides them with instant feedback as to the correctness of their response. The instructor can then place more emphasis on the areas that the students are having difficulty with. The students receive five (5) points for each correct answer .

MINIMUM SCORE 80%. You can fail this course. The payment of the proper fees does not mean an automatic passing grade or completion. We will do all in our power to help you pass...**if you need additional help, please ask for it!**

BREAK TIME There is a ten (10) minute break between the first a second hours of class. If soda machines or other snacks are available they may be brought into class providing the student cleans up their area before leaving. There can be **NO SMOKING** anywhere on school premises. *This is your second chance!*

INTENTIONAL DAMAGE to school property will be paid for by the student or their sponsor. This includes, but is not limited to, such things as writing on the walls or desks, breakage or abuse of the furniture, equipment or premises. We charge for cleaning drawings off the desks or walls and if the damage cannot be repaired you will be charged for replacement.

CONDUCT Responsibility and maturity are essential to safe driving therefore disruptive behavior will not be tolerated. **The instructor is the sole judge as to what is acceptable.** There are no refunds. Classes are recorded.

INSTRUCTION PERMITS

PERMIT TESTS Can be taken at the driving school any time after a class or at the DMV The test consists of 50 multiple choice general knowledge questions and identifying 15 common road signs. The test takes about 30 minutes to complete and can be taken four (4) times. You can take the tests at the school prior to turning 15 ½ but you cannot get your permit before that date. The best time to come to take the test at the school in 8:15PM on Monday or Wednesday evenings.

SCHOOL REQUIREMENTS To qualify to receive the authorization form you must have **1.** Started class, **2.** Turned in your signed Enrollment Agreement, **3.** Paid the classroom tuition, and **4.** Scheduled a lesson.

DO NOT GO TO THE DMV WITHOUT THE SIGNED AUTHORIZATION FORM FROM THE INSTRUCTOR

STATE REQUIREMENTS **You do not need an appointment** to take the permit test at the Motor Vehicle Department, but, you must be there **at least an hour** before they close with all of the proper forms. You must have a "Certified" birth certificate, a Social Security card, a picture ID and the license application from the school signed by your instructor. You must either have a parent with you or their "notarized" signature on the application. There is a vision screening. When you have passed all of the tests they will collect \$35.00 and issue your permit.

STUDENT SERVICES

EMAIL: studentservices@driver-ed.com ▪ **PHONE:** 888-644-4371 ▪ **TEXT MESSAGES:** 608-295-0796

OFFICE VISITS The Elkhorn office is normally only open when class is in session. Please call ahead to be sure that someone will be at the office. The best time to come without calling is 8:15 PM on Monday or Wednesday evenings. **Students must be accompanied by a parent.**

PHONE CALLS If I am in the car with students or conducting a class I will not answer the phone - Please leave me a message I will try to return your call as soon as I get a break in my schedule or at the end of the day (9:00 PM)

HOURS I answer phones from 9:00 AM to 9:00 PM Monday through Thursday, 9:00 AM to 6:00 PM on Friday and Saturday and 12:00 PM to 9:00 PM on Sundays

IN-CAR LESSONS

REGISTRATION Students register and make appointments online (24/7) at www.TridentLessons.com. All of the available lessons are online. State law requires that to keep your permit you must take at least one (1) lesson with an instructor within 60 days after you receive the application from the school.

SCHEDULING The schedule for the next 180 days is available online. The online system allows you to set all six (6) appointments at one time. You must take at least one lesson every 60 days to maintain your enrollment. Enrollments are limited to insure that there are enough appointment times available to allow everyone to finish the course on time. **It is the students responsibility to make sure that they complete the course in time for their skills test.**

TRAFFIC SKILLS COURSE Spaces the lessons over the required six month waiting period to keep reinforcing your skills. The recommended spacing between lessons is three (3) weeks allowing you to practice six (6) hours between lessons to develop the essential habits. This will complete your in-car course in about 18 weeks. This program requires practicing the skills introduced during the lessons to be effective.

BASIC HANDLING SKILLS COURSE If you will not be able to practice at least six hours between lessons it is better to schedule your lessons closer together so that we can work primarily on handling skills. At the end of six hours you should be competent in vehicle operation and can then start learning to deal with traffic.

EXAM REVIEW COURSE If you are competent in operating the vehicle and dealing with traffic and wish only to review before the road test, after the initial lesson, you should schedule the remainder of your lessons closer to the end of the six months so that we can polish your skills.

LOCATION All lessons start and end at 45 N Washington Street - (Our classroom in Elkhorn) Home pick-up is available for \$70.00 per lesson requiring a minimum of nine (9) lessons for a total in-car fee of \$630.00 - This course must be scheduled through the office.

LESSON TIME Lessons are two (2) hours long consisting of one (1) hour driving and one (1) hour observation The lessons are scheduled back to back which means you need to be on time to start and your ride needs to be waiting at the end. There is no shelter and the instructor cannot wait.

ACCOUNTS

PAYMENTS Payment plan is free if lessons are paid for as the are taken. Payments are due at each in-car lesson until the account is paid in full. Payments can also be made in class, online or by mail. We accept cash, checks, money orders, MasterCard, VISA, Discover, American Express and PayPal. **Checks and money orders should have the students name on them** to insure proper credit to your account.

STATEMENTS-RECEIPTS All payments made at the beginning of the lesson will receive a statement-receipt with the current balance. **It is the students responsibility to keep the statement-receipt.**

PAST DUE ACCOUNTS We do not extend credit which means that if you do not bring a payment to the lesson and have not made any advance payments your upcoming appointments may be placed on hold and you may not be able to schedule additional appointments. All tuition and other fees must be paid before your certificate will be issued. Past due accounts are charged 1.5% monthly interest.

BANK FEES We use Payalliance® to process returned checks They add a \$40.00 fee and draft the funds electronically from your account. Returned checks not cleared within 30 days are referred to the District Attorney for collection.

CANCELLATIONS

CLASSES If the weather is bad on a weekend call us before you leave home. Weekdays if the public schools cancel and the weather does not improve during the day or they let out early we will cancel. Regardless, you are not required to risk your safety to come to class, if the class is held and you are absent you can simply complete the make-up requirements. Classes will resume, weather permitting, with the next scheduled session. You will be notified when the make-up day will be.

IN-CAR LESSONS Every time you do not keep a lesson appointment it moves your completion date back 3-4 weeks! Lessons scheduled online should be cancelled through the website more than 24 hours before the scheduled start time. (23 hours and 59 minutes is too late!) This means **you must cancel before 8:00AM on Friday for an 8:00AM Saturday lesson!**

We will charge you \$25.00 for improperly canceled lessons Since you have 24/7 access to the schedule from anywhere in the world and you will receive an email reminder each day starting three (3) days prior to the lesson (make sure your email address is correct) if you do not show we will charge you If an emergency arises within the 24 hours prior to the appointment and you **call before the start time** we will waive the fee (once during the course) If the weather is really bad and you choose not to drive we will not penalize you if you **call 888-644-4371 before we get to your lesson.**

IF YOU HAVE THREE (3) "NO SHOW" APPOINTMENTS WE WILL DROP YOU FROM THE PROGRAM AND REVOKE YOUR PERMIT

We will not cancel a lesson unless the car is dead, the instructor is almost dead or the roads are deadly. In this situation we will probably call at the last minute in the hope that the situation will improve. If we miss a lesson for any reason other than the weather we will credit your account for \$25.00

COURSE COMPLETION

COMPLETING REQUIREMENTS The Driver Education Certificate (DMV 3192) necessary to obtain your license will be issued **AFTER you have completed ALL of the course requirements.** This means a passing score of 80%, turning in any written make-up assignments, return of school materials, completing in-car lessons and observation and payment of all fees. If you start your in-car promptly and complete at least one (1) lesson a month there is ample time for even the busiest person to complete the course. Delay in starting your in-car, cancellations, no-shows or excessive appointment changes relieve the school of any obligation for timely completion of the course This is your driver's license and it is your responsibility to make sure you complete the requirements on time. **You must complete ALL of the requirements at least a WEEK before your road test** to receive your certificate in time.

COURSE RESOURCES
www.TridentStudents.com

IN-CAR LESSONS
www.TridentLessons.com