LICENSE NUMBER: _____
http://www.wbdriving.com
email: WBdrivingacademy@gmail.com
141 New Road • Monmouth Jct., NJ 08852
732-821-4911 • 609-448-5014

# Student Enrollment and Instruction Agreement

Student First Name: _____ Student Last Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Date of Birth: ____/____/____ **Student SSN #:** _____ - _____ - _____

Cell Phone: _____ Height: _____ Weight: _____ Eye Color: _____

Permit/License #: _____

**PARENT INFORMATION:**

Parent First Name: _____ Parent Last Name: _____

Parent/Guardian License #: _____ Parent email: _____

Parent Cell Phone: _____

**TRAINING**

Windsor-Brunswick Driving Academy will supply a dual controlled (gas & brake) vehicle, a licensed driving instructor, and insurance for the lesson. Windsor-Brunswick Driving Academy will obtain a permit (additional fee $10) which is to be kept in the instructor's possession during instruction. Should the student have a valid permit or license, he/she must present it to the instructor at time of instruction. The instructor may refuse to allow the student to drive if he/she shows signs of any impairment or actions which could pose a hazard to the student or instructor. Windsor-Brunswick Driving Academy DOES NOT guarantee the issuance of a NJ Drivers License to the student.

The vehicle to be used for instruction has: __X__ automatic transmission; ____ standard transmission; and shall be equipped with, at minimum, a brake for both the instructor and the student.

**Type of Training Desired:** *(check one)*

_____ 6 hour behind-the-wheel instruction _____ Road Test _____ 2 hour refresher

**PAYMENT**

**Amount due is to be paid in full prior to start of lessons**. A $**100 deposit** is required upon signing of this contract and will be deducted from the amount owed. 24 hour advance notice is required to reschedule any lesson and must be confirmed with a representative from Windsor-Brunswick Driving Academy or student will be charged for that lesson. Appointments must be mutually agreed upon for date, time, and location. This constitutes the entire agreement between the school and the student and no verbal statements or promises will be recognized. The student may rescind this agreement within 72 hours of the first lesson and upon such rescission shall receive a refund for any lesson or service not conducted or provided.

**Please fill out, sign, and return this completed form along with the following documentation needed to process a permit:**

- ✓ Check made payable to Windsor-Brunswick Driving Academy, LLC for $_____
- ✓ Check made payable to NJ MVC in the amount of $10.00 (permit fee)
- ✓ The Motor Vehicle Commission Card signed by **BOTH** student and parent
- ✓ The student's Secondary School Driver Examination Card with test score (if applicable)
- ✓ Original form of acceptable Identification
  - o Civil Birth Certificate (must have raised seal) ***hospital birth certificates are not accepted***
  - o Valid US Passport
  - o Current or Updated Resident Alien Card (green card)
  - o Citizenship papers

**PHOTOCOPIES ARE NOT ACCEPTED! MUST PROVIDE ORIGINAL FORM OF IDENTIFICATION**

*Remember...Cancellations Require 24 Hour Advance Notification!*

## Receipt

Amount Paid: _____ Payment Method: *(circle one)* Check# _____ Credit / Debit Cash

Signature: _____ Date: _____ Dates of Instruction: _____

Windsor – Brunswick Driving Academy

*Returned Checks Subject To a $50 Returned Check Fee*

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# Service Agreement

This agreement between Windsor-Brunswick Driving Academy, LLC and _____ will include the following services:

**ITEMIZED ACCOUNT SERVICES**

| Instructional Service | Cost to Student |
|---|---|
| **6 Hour Behind-the-Wheel** | $350 |
| *- Transportation to Vision Test Included* | |
| **Permit Purchase @ Agency** | $ 10 |
| **2 Hour Refresher Course** | $120 |
| **Knowledge Test** (written) | $ 50 |
| **Road Test Service *** | $150 (includes 1 hour buy license service *) |
| - Review Lesson Included | |
| - Use of Car Included | |
| - Buy License Included * | ** Additional fee of $20/hour if wait time inside license center exceeds 1 hour (Receipt will be provided by Instructor)* |

| Instruction Services | # Lessons | # Mins Per Lesson | Cost Per Lesson | Total Cost of Lessons |
|---|---|---|---|---|
| **Behind the Wheel** | **3** | **120** | | |
| **Classroom** | | | | |
| **Refresher** | | **120** | | |
| **GRAND TOTAL COST TO STUDENT** | | | | |

***No fees will be charged other than those specified above.***

*It is mandatory that the following listed instructions be included in all courses given by a commercial driver school to students utilizing a special learner's permit. The course must be a minimum of 6 hours actual behind-the-wheel instruction.*

**INSTRUMENTS & CONTROLS** *(Awareness)*
- Seatbelts, Adjusting Seat
- Mirrors (Left, Right, Rear)
- Signals, Headlights, Highbeams
- Wipers
- Dash Board Warning Lights, Speedometer
- Key Positions (Ignition Start)
- Ignition Off
- Parking Brake
- Gas & Brake Pedals
- Hand Over Hand Steering Practice
- Hand Positioning on Wheel
- Blind Spot Locations
- Gear Shift Locations (P, R, N, D)

**STEERING**
- Proper Hand Position on Wheel
- Proper Grip
- Hand-Over-Hand Turning
- Center of Lane
- Aim High in Steering

**PUTTING VEHICLE IN MOTION** *(Starting/Stopping)*
- Starting Vehicle Smoothly
- Braking Smoothly and Safely
- Signaling
- Checking Traffic
- Stopping Smoothly & Safely
- Checking Traffic
- Gear Shift Position/Engine Off
- Set Park Brake

**TURNING/INTERSECTIONS**
- Signaling
- Vehicle Position/Wheel Position
- Turning Arrow
- Right on Red
- Left Turns
- Left Turns in Traffic
- Right Turns
- Right Turns in Traffic
- Right-of-Way
- Passing

**PARKING/PARALLEL PARKING**
- Signaling
- Checking Traffic
- Vehicle Positioning
- Hand Positioning on Wheel
- Turning Wheel
- Speed Control
- Proper Gear Position
- Set Brakes
- Ignition Off
- Key Removal

**HIGHWAY DRIVING**
- Lane Positioning
- Changing Lanes
- Speed Control
- Merging
- Acceleration Lanes
- Jug Handles
- Right of Way
- Turning Arrows

**3 POINT TURN (K TURN)**
- Signaling
- Blind Spot Check
- Vehicle Positioning
- Wheel Position/Turning

**BACKING**
- Checking Traffic
- Hand Positioning Wheel/Seat
- Straight Line
- Speed Control

*The number of minutes per lesson specified shall be the actual number of minutes of instruction provided to the student. No more than 3 hours of behind-the-wheel instruction may be provided in any one calendar day. The only occupants of a driving school vehicle that is being operated on a public road or highway for the purposes of the required 6 hours of behind the wheel instruction shall be the driving school instructor, a parent or legal guardian, an instructor-in-training, or a supervising instructor.*

Student's Signature: _____ Parent or Legal Guardian Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____