



# Customer Policies / Columbus, OH

_____ Top Driver Instructor			_____ Today's Date	_____ State Completion Date
_____ Student Name: Last                      First                      MI			_____ Student's Birthday	
_____ Address                                      City                                      Zip			_____ Phone	
_____ High School Name			_____ Beginning Driver - Y/N?	
_____ Class Start Date			_____ Class Time	
_____ Program (e.g., Silver, Gold, Platinum, etc.)			_____ Program Cost	

**Top Driver agrees to give the student the following program of driving instruction:**

_____ Hours of classroom training on safety rules and regulations of the road, state law, safe driving practices, pedestrian safety and driver responsibility	_____ Hours of behind-the-wheel training
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Thank you for selecting Top Driver. This form must be signed by a parent or guardian before a student may start class. **We recommend that you retain a copy for your reference.** Please sign this form and bring it to the first class.

**PAYMENT**

Top Driver accepts checks and credit cards (VISA, MasterCard, American Express or Discover).

A \$25 fee will be charged for all returned checks.

A minimum \$100 non-refundable deposit is required to enroll in the Silver or Gold programs. Full payment is required to enroll in all other programs.

Payment in full is required no later than the first scheduled day of class. Failure to pay in full by the first scheduled day of class will result in a \$25 late fee added to the remaining balance. Payment in full is also required to schedule in-vehicle training.

Any refunds will be prorated based on the imputed hourly rate above (% of training hours not taken x program cost). Deposits are not refundable.

If a student violates the classroom rules of conduct to such a degree as to warrant expulsion, no refund will be given for amounts paid to date.

**CLASSROOM TRAINING (SILVER & GOLD PROGRAMS)**

**Policies reflecting requirements of the State of Ohio have been highlighted with an asterisk.**

A student in a driver education course must be at least 15 years and five months of age and possess a Temporary Paper Permit.\*

The student must attend all 24 hours of classroom training.\*

Classroom rules are posted in each education center and on our Web site. Parents will be notified the first time a student fails to follow these rules. Subsequent violations will lead to expulsion and forfeiture of all amounts paid to date.

Parents bear the responsibility for the timely drop off and pick up of students. The Top Driver classroom instructor is not expected to stay after class with students awaiting pick up.

