



Columbus-Customer Agreement & Policies

Student Name: Last	First	MI	Student's Birthday	Age
Home Address		City	State	Zip
County		Part of Town/City		
High School		Temp #	Expiration Date	
Parent Email Address		Parent Phone #		

TOP DRIVER OHIO COLUMBUS OHIO LOCATIONS

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| BigWalnutHS-555 South Old Hwy Sunbury, OH 43074 | MarysvilleHS-800 Armine Mill Rd Marysville, OH 43040 |
| Canal WinchesterHS-300WashingtonSt CanalWinchester, OH43110 | PowellEdCtr-146 East olentangy St Powell, OH43065 |
| CenterburgEC-3849 Columbus Rd Centerburg, OH 43011 | ThomasWorthingtonHS-300WestGranvilleRdWorthington, OH43085 |
| Columbus School for Girls-56 S. Columbis Ave Columbus, OH43209 | WestervilleEdCtr-5890ChandlerCourt Westerville, OH43082 |
| DublinCoffmanHS-6780 Coffman Rd Dublin, OH 43017 | WorthingtonEdCtr-6078 Huntley Rd Col, OH 43229 |
| DublinJeromeHS-8300 Hyland Croy Rd Dublin, OH 43016 | WorthingtonKilbourneHS-1499 Hard Rd Worthington, OH 43235 |
| DublinSciotoHS-4000 Hard Rd Dublin, OH 43016 | |

TEEN PROGRAM CHARGES – Top Driver Ohio (hereafter TDO) agrees to provide the student _____ hours of classroom instruction and _____ hours of driving instruction based on the Ohio Driver Training Curriculum at a cost of _____. If the payment plan is chosen, TDO requires \$100 down and for the account to be paid in full prior to the scheduling of in vehicle lessons. No refunds will be given if TDO is willing and able to complete all training above within six months of the date of the first class. TDO accepts cash, checks and credit cards (VISA, MC, AE, or DISC). A \$30.00 fee will be charged for all returned checks.

CLASSROOM TRAINING - A student may begin attending classroom portion at 15 years and five months of age and may begin in vehicle portion at 15 and 6 months old and must also possess a Temporary Permit. The student must attend all 24 hours of classroom training and pass the final exam. Classroom rules are posted in each Education Center. Parents will be notified the first time a student fails to follow these rules. Subsequent violations may lead to expulsion, which will result in forfeiture of all amounts paid to date. TDO will furnish a licensed instructor for all training. Driver training schools and their instructors are licensed by the Department of Public Safety through the Ohio Driving Training Program Office, 1970 W Broad Street Columbus, OH 43223.

IN -VEHICLE TRAINING - A student can only begin in-vehicle training once they have a Temporary Permit and they have paid in full. All lessons are scheduled on a first-come, first-served basis. A 48-hour notice is required to reschedule or cancel an in-vehicle lesson. A \$40 rescheduling fee will be charged if we do not receive appropriate notice. If a student is not present after 10 minutes from the scheduled start time, this constitutes a "no show" and will be subject to a \$40 rescheduling fee. All students must have their driving permit with them for all in-vehicle lessons. Students arriving for an in-vehicle lesson without their permit will result in a cancelled lesson and a rescheduling fee. In order to allow time for the student to practice key skills, TDO suggests at least three days between in-vehicle sessions. Students must wear glasses or contacts during in-vehicle lessons if they are required. Students are required to wear closed-toe shoes (no flip flops) during lessons for safety reasons. TDO instructors are not responsible for students prior to or after a schedule class time or in car lesson.

CERTIFICATE OF COMPLETION - TDO will issue a Certificate of Completion for all students who are under 18 years of age and who successfully complete the course with a passing grade of 75% of better. If a Certificate of Completion is lost or misplaced, a duplicate certificate may be issued at a cost of \$15.00. Please allow 7-10 business days to receive your certificate of completion in the mail upon the successful completion of the course. Expedited certificates of completion may be arranged with the office manager with his availability and discretion to do so. A \$25 fee will be charged for this service.

ADULT TRAINING – TDO agrees to provide an over 18 years of age student _____ hours of classroom instruction and _____ hours of driving instruction based on the Ohio Driver Training Curriculum at a cost of _____. Payment is due in full prior to training. No refunds will be given if TDO is willing and able to complete all training within six months of the contract date. TDO accepts cash, checks and credit cards (VISA, MC, AE, or DISC). A \$30.00 fee will be charged for all returned checks.

I AGREE TO THE ABOVE TOP DRIVER OHIO CONTRACT & POLICIES & ALSO ACKNOWLEDGE THAT WE HAVE 6 MONTHS TO COMPLETE THE PROGRAM PER STATE RULE!

Parent Printed Name	Parent Signature	Date
Student Printed Name	Student Signature	Date
Instructor Printed Name	Instructor Signature	Date