



Student Enrollment Packet

Thank you for inquiring about our Teen Driver Education Program. Attached is a class schedule, along with the following required course documents; 1) a teen driver education program enrollment form 2) a grade verification form.

We offer two course packages for students.

- The **6-Hour Package**, which includes 30 hours of classroom, 6 hours of behind-the-wheel, and 6 hours of in-car observation, for a cost of **\$425 (discounted from our normal price of \$525)**.
- The **7-Hour Package**, which includes 30 hours of classroom, 7 hours of behind-the-wheel, and 3 hours of in-car observation, for a cost of **\$445 (discounted from our normal price of \$545)**.
- The **8-Hour Package**, which includes 30 hours of classroom, 8 hours of behind-the-wheel and no observation, for a cost of **\$525 (discounted from our normal price of \$595)**.

To take either course option at any of our locations, please fill out the **Enrollment Form** and mail it to our main branch office with a **\$100 deposit**.

EXCEL DRIVING SCHOOL
412 West 5th Avenue
Naperville, IL 60563

For your convenience, you may also register by visiting our website at www.exceldrivingschool.com or calling our main office at 630.983.9235 and reserving a space with a credit card deposit.

Thank you again for choosing Excel Driving School for your driver's education needs.

To enroll, visit us at www.exceldrivingschool.com, or call:

North Naperville
412 West 5th Ave.
Naperville, IL 60563
t – 630.983.9235

South Naperville
Orland Park 708.403.7733
Western Springs 708.403.7733
Plainfield 815.577.6610

Wheaton 630.588.1025
St. Charles 630.587.8811
Wheaton Academy 630.588.1025
Joliet Catholic 815.577.1500

WHEATON ACADEMY

900 Prince Crossing Road • West Chicago, IL 60185 • 630.588.1025

COURSE #	START DATE	END DATE	DAYS OF WEEK	TIME	NO CLASSES
WA082619	August 26, 2019	October 7, 2019	Mon, Tue, Thu	3:30-5:30 p.m.	No class September 2: Labor Day No classes September 30-October 4: Homecoming week No class November 28: Thanksgiving No class February 17: President's Day No class April 28: Grandparent's Day
WA110719	November 7, 2019	December 12, 2019	Mon, Tue, Thu	3:30-5:30 p.m.	
WA012120	January 23, 2020	February 27, 2020	Mon, Tue, Thu	3:30-5:30 p.m.	
WA040620	April 6, 2020	May 11, 2020	Mon, Tue, Thu	3:30-5:30 p.m.	
WA060520	June 5, 2020	June 25, 2020	Mon, Tue, Wed, Thu, Fri	10:00-12:00 p.m.	
WA060520.1	June 5, 2020	June 25, 2020	Mon, Tue, Wed, Thu, Fri	1:00-3:00 p.m.	

Classroom schedule is subject to change. Please visit us at www.exceldrivingschool.com for updated schedules.

www.exceldrivingschool.com

North Naperville
412 West 5th Ave.
Naperville, IL 60563
t - 630.983.9235

South Naperville 630.922.0281
Orland Park 708.403.7733
Western Springs 708.403.7733
Plainfield 815.577.6610

Wheaton 630.588.1025
St. Charles 630.587.8811
Wheaton Academy 630.588.1025
Joliet Catholic 815.577.1500



This form must be submitted by the second day of class using one of the following methods:

1. Upload a legible photo of the form directly to your profile by logging in at www.exceldrivingschool.com
2. Email to: forms@exceldrivingschool.com

Teen Driver Education Program Enrollment Form

Student's FULL Legal Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Sex: _____ Birth Date: _____ / _____ / _____

Home Phone: _____ Student's Cell # _____

Student Email: _____ High School: _____

Parent Information:

Parent Name: _____ Parent Email: _____

Parent's Cell # _____ Relationship: _____

Course Qualification Requirements: To enroll in a driver's education program, a student must meet the following requirements:

- The student must turn 15 before completion of the classroom phase of the course.
- The student must obtain documentation stating that he/she has received a passing grade in at least 8 courses during the previous 2 semesters. (see Registration Forms)

Registration Forms:

1. Enrollment Form - Contains student's personal information as well as information about the driver's education program. Needs to be signed by the student **and** parent/legal guardian.
2. Terms and Conditions - Contains information about the Excel Driving School driver's education course. Needs to be signed by the student **and** parent/legal guardian.
3. Proof of grades verifying the student has passed a minimum of 8 classes over the last full year of Junior High or High School attended.

The following qualify as proof of grades:

Jr. High/High School Students:

- Grade Verification Form signed by a Junior High or High School official (Provided by Excel Driving School)
- A **full year** of Junior High/High School Semester/Trimester/Quarterly Report Cards or High School transcripts (Progress reports are not acceptable)

Alternatives to Proof of Grades:

- For Homeschooled Students:
 - Home Schooled Verification Form signed by the parent/legal guardian (Provided by Excel Driving School)
- For High School Dropouts:
 - Driver Education Waiver Form signed by the Regional Superintendent (Provided by Excel Driving School)
 - Written documentation verifying the dropout's enrollment in a GED or an alternative education program or obtain a copy of the dropout's GED certificate.
 - Written verification that the student, prior to dropping out, had received a passing grade in at least 8 courses during the 2 previous semesters last ending prior to requesting a certificate of completion

Tuition Payment: Tuition is based on the package selected during registration. **All classroom packages** include use of the main textbook - Drive Right - and other reference books. A minimum deposit of **\$100** is required to reserve a place in any course. The tuition balance is due two weeks from the first day of class, unless previous arrangements have been made and agreed upon with the main office. Failure to pay the tuition within the allotted time may result in additional late fees added to the remaining balance, forfeiture of any discount/promotions received and cancellation of the instruction permit.

Dropping the Course: Students who need to drop or switch a course must do so no later than **5 days** before the start date. **Failure** to give the main office adequate notice will result in forfeiture of the any deposits. Any refunds given will be less a \$10 service charge.

Instruction Permit: Students are eligible to obtain a permit once they are 15 years of age, have enrolled in a drivers' education program and completed at least four hours of classroom instruction. Permits must be held for a minimum of 9 months before a student will be eligible to apply for a driver's license.

Student Signature _____ Print Name _____ Date _____

Parent Signature _____ Print Name _____ Date _____



This form must be submitted by the second day of class using one of the following methods:

1. Upload a legible photo of the form directly to your profile by logging in at www.exceldrivingschool.com
2. Email to: forms@exceldrivingschool.com

Teen Driver Education Program Terms and Conditions

Classroom Phase

Classroom instruction will be given in 15, two-hour sessions, during a minimum period of four weeks, with no more than one session a day.

Materials: Students must bring a notebook and a pen/pencil to class for taking notes. Books provided in the classroom are for **classroom use only**.

Note: Vandalism to any materials provided by Excel Driving School will result in immediate dismissal from the class and forfeiture of the tuition. Extra charges will be added for vandalism to any Excel property for replacement of materials.

Grading: A student must score at least **75%** on the **midterm** and **final exams** to pass the classroom phase of the course.

Absences: All students are required to be on time and sign in for each session. **Students who fail to sign in are marked absent.** Each student is allowed a maximum of four absences before being dropped from the course. If a student is dropped from the course, all classroom time accumulated will be forfeited. In order to complete the driver's education requirement, students will need to re-enroll in another classroom session and pay the additional fees at the current rate.

Making up Classes: Students will have to make-up any and all class time missed. Students should schedule makeup sessions through their online profile. Students are encouraged to attend the same session missed in another course, if the course registration is not full. If a student is unable to attend the same session missed, they may schedule an Independent makeup session during any other session. If a student attends a session that is not the same as the session they missed, they will be working independently from the class during that session. **Students MUST turn in the required makeup work/notes in order to receive credit for the make-up session.**

In-Car Phase

Students who have registered for a package that includes behind the wheel and/or observation time will schedule sessions by logging into their online profile or directly with their assigned instructor, once they have obtained their Instruction Permit from the Secretary of State. For packages including observation time, behind the wheel and observation are typically scheduled together. Students with packages including a minimum of 8 hours of behind the wheel time are not required to complete observation time, and may receive one on one instruction during their sessions.

Cancelling BTW Appointments: Students who need to cancel driving appointments **MUST** do so through their online portal. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give **at least 24 hours** notice of cancellations will result in a forfeiture of the scheduled time. Students will need to purchase additional time (at the current hourly rate) in order to complete the required driving/observation time and fulfill their state requirement.

*Note: All students must have their Instruction Permit **IN HAND** in order to take their driving lesson. If the permit is not **IN HAND**, the drive will be treated as a cancellation and the student will forfeit that driving hour.*

Course Completion

Certificate of Completion (Blue Slip) requests will be processed once the following requirements are met:

- All classroom instruction is completed, including all make-up work. (If completed at another school, needs to be documented w/ date completed, letter grade and signature of school official)
- Tuition is paid in full.
- All registration forms are signed and on file with Excel Driving School.
- All behind-the-wheel and observation time is completed. (If completed at another school, needs to be documented w/ date completed, letter grade and signature of school official)
- The Secretary of State requires that students **MUST** complete the entire driver's education program no later than 9 MONTHS from the first day of the classroom session. Any student who is not completed by the end of the 9-month period must restart the entire program and pay additional fees.
- **Once the above requirements are met, please allow two to three weeks for the Certificate of Completion to be processed by the Secretary of State.**

By signing below, I indicate my understanding of the terms and conditions listed above and agree to participate in the Excel Driving School driver's education program for teenagers. I promise to respect myself, my instructors, my fellow students, the equipment and materials provided for my use by Excel Driving School. I agree that my failure to abide by the rules and regulations of Excel Driving School with reference to my participation in the driver's education program may result in my dismissal from the class and forfeiture of my tuition and blue slip application.

Student Signature _____ **Print Name** _____ **Date** _____

By signing below, I indicate my understanding of the rules and regulations listed above and grant permission for my son/daughter to attend the Excel Driving School driver's education program, including classroom and behind-the-wheel instruction, and receive one-on-one instruction, if necessary, during the in-car phase of the course. I promise to reinforce safe driving habits during regular practice with my son/daughter. I agree to instruct my son/daughter to conduct himself/herself in an appropriate and respectful manner, as described above, during all instruction periods. Failure on his/her part to behave properly shall result in forfeiture of tuition and certificate of completion application. Lastly, I have read and understand the above requirements for my child's participation in Excel Driving School's driver's education program and the requirements for my child's school eligibility.

Parent Signature _____ **Print Name** _____ **Date** _____



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Student Name: _____ Course#: _____

PARENTAL ACKNOWLEDGEMENT AND WAIVER

By signing below, I acknowledge and indicate my understanding of the relevant Adult / Student Interaction Policy applicable at Wheaton Academy. Additionally, I grant permission for my son/daughter to attend the EXCEL DRIVING SCHOOL Driver Education Program, including classroom and behind-the-wheel instruction. I acknowledge that the driving instruction provided by EXCEL DRIVING SCHOOL may include instances when my son/daughter will be alone with an instructor, such as when he/she is the first student to be picked up at the beginning of an instruction session until the time when the second student is picked up and joins the instruction period. One on one interaction between a student and an instructor will be kept to a minimum in both time and frequency and will be in accordance in all other respects with the applicable Adult/Student Interaction Policy followed by Wheaton Academy.

Parent/Guardian Signature: _____ Date: _____

JESSE WHITE - SECRETARY OF STATE - COMMERCIAL DRIVER TRAINING SECTION

Grade Verification Form

This portion to be completed by Parent/Student:

COURSE # _____

Name and Address of Driver Training School: Excel Driving School 412 West 5th Avenue Naperville, IL 60563 630.983.9235		This form must be submitted no later than the last day of the course using one of the following methods: 1. Upload a legible photo of the form directly to your profile by logging in at www.exceldrivingschool.com 2. Email to: forms@exceldrivingschool.com	
Student's Full Name	Last	First	Middle Initial
Street Address			
City or Town		Zip Code	

X _____
Signature of Student

X _____
Date

X _____
Signature of Parent/Guardian

X _____
Date

Name of Jr. High/High School Wheaton Academy	
School Address 900 Prince Crossing Road	Phone Number 630.562.7500
City or Town West Chicago	Zip Code 60185

This portion to be completed by Jr. High/High School Administration:

Pursuant to Chapter 625 ILCS, Section 6-408.5, the above named student attends this school and has received a passing grade in at least 8 courses during the previous two (2) semesters and is therefore eligible for private driving instruction:

Yes No

X _____
Signature of Chief School Administrator or Superintendent of High School

X _____
Date

Alternatives to verify Proof of Grades:

- A **full year** of Junior High/High School Semester, Trimester or Quarterly Report Cards; or Transcripts (Progress reports are not acceptable)
- For Homeschooled Students:
 - Home Schooled Verification Form signed by the parent/legal guardian (Provided by Excel Driving School)
- For High School Dropouts:
 - Driver Education Waiver Form signed by the Regional Superintendent (Provided by Excel Driving School)
 - Written documentation verifying the dropout's enrollment in a GED or an alternative education program or obtain a copy of the dropout's GED certificate.
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