

# CUSTOMER AGREEMENT AND POLICIES

\*\* Columbus Driving Academy is a Driving Schools of Ohio company\*\*

Columbus  
DRIVING ACADEMY

Student Name Last	First	MI	Student's Birthday	Age
Home Address	City	State	Zip	
County	High School			
Temporary License #	Temporary Issue Date	Temporary Expiration Date		
Parent Email Address	Parent Phone #			

**PROGRAM SELECTION** – Driving Schools of Ohio, LLC/Columbus Driving Academy (hereafter DSO/CDA) agrees to provide the student the following driver's education program and services based on the Ohio Driver Training Curriculum at the following price (please check applicable):

- Teen Silver Package – 24 hours traditional classroom and 8 hours in-vehicle lessons \$ \_\_\_\_\_
- Teen Gold Package – 24 hours traditional classroom and 10 hours in-vehicle lessons \$ \_\_\_\_\_
- Teen Online Bundle Package – 24 hours online classroom and 8 hours in-vehicle lessons \$ \_\_\_\_\_
- Teen Drive Only Package – 8 hours in-vehicle lessons \$ \_\_\_\_\_

**PAYMENT PLANS & REFUNDS** – Payment plans may be available by calling the office. Additional fees may apply. No refunds will be given if DSO/CDA is willing and able to complete all training above within six months of the date of the first class. DSO/CDA accepts cash, checks and credit cards (VISA, MC, AE, or DISC). A \$30.00 fee will be charged for all returned checks.

**CLASSROOM TRAINING NOTE** - A student may begin online or traditional classroom sessions at 15 years and 5 months of age and may begin in-vehicle lessons at 15 and 6 months old if 1.) they possess a Temporary Permit and 2.) have shown proof of at least 2 hours of classroom instruction. All students must attend 24 hours of classroom training and pass a final exam with a score of 75% or better. Students have 3 tries to pass the final classroom exam. If the student cannot pass after the 3rd attempt, all training and associated costs must be repeated. Classroom rules are posted in each Education Center and parents will be notified the first time a student fails to follow these rules. Subsequent violations may lead to expulsion and will result in forfeiture of all training amounts paid to date. DSO/CDA 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** – Once a student has a Temporary Permit, have paid in full and have completed at least 2 hours of traditional classroom training or turned in their 2 hour online classroom enrollment certificate, in vehicle lessons may be scheduled and completed. All lessons are scheduled on a first-come, first-served basis. A 24-hour notice is required to reschedule or cancel an in-vehicle lesson. A \$35 rescheduling fee will be charged if we do not receive appropriate notice and is considered a "no show". All students must have their driving permit, closed toed shoes (no flip-flops) and glasses/contacts (if prescribed) with them for all in-vehicle lessons. Students arriving for an in-vehicle lesson without any of these will result in a cancelled lesson and a rescheduling fee. In order to allow time for the student to practice key skills, DSO/CDA suggests at least 3 days between in-vehicle lessons. DSO/CDA instructors are not responsible for students prior to or after a scheduled class time or in-vehicle lesson.

**CERTIFICATE OF COMPLETION** – DSO/CDA will issue a Certificate of Completion for all students who are under 18 years of age and who successfully complete the 24 hour classroom and 8 hour in-vehicle course. 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 customer service for a \$25 fee. If a Certificate of Completion is lost or misplaced, a duplicate certificate may be issued at a cost of \$15.00.

**I AGREE TO THE ABOVE DRIVING SCHOOLS OF OHIO/COLUMBUS DRIVING ACADEMY CONTRACT & POLICIES AND I 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

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\*\*\* 6 month Training Expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \*\*\*

**Bexley  
Education Center**  
3040 East Main St  
Bexley, OH 43209

**Gahanna  
Education Center**  
140 North Hamilton Rd  
Gahanna, OH 43230

**Pickerington  
Education Center**  
8511 Refugee Rd  
Pickerington, OH 43147

**Reynoldsburg  
Education Center**  
6430 East Main St Ste 202  
Reynoldsburg, OH 43068

