

READ THESE INSTRUCTIONS FIRST!

Segment 2 Registration/Contract Instructions

Read each line carefully. All information on the registration forms must be completed. **DO NOT LEAVE BLANKS!** All the information is required by the Michigan Department of State. Pay very close attention to the **Yellow Highlighted** areas. People tend to miss these items. If you're not sure on how to answer something call us or send us an email. Phone: 517-881-0990; Email: info@precisiondrivingschoollc.com

Be sure to print clearly, especially phone numbers and email addresses. If we cannot read the phone number or email, then we have no way to contact you if there is a problem with your application for the class. Therefore, your teen will not be enrolled into the class.

Registrations are taken in order they are received. **We cannot reserve a place in class for your student until a Proper Completed Registration and Payment is received.**

Do not wait until there are a few days left to apply for a class. Class sizes are limited by law.

Be sure your student is available for every class of the session you want. The State of Michigan does not allow for missed time for the classes. The missed time must be made up in the same class they missed in the next session. If they misses more than 1 class, the student must start over in a future session.

On the contract where it is asking: Choose Session Number and Choose Class Dates. This information is found on our website: www.precisiondrivingschoollc.com on the Segment 2 page where the class offerings are.

Please Note: There are 3 separate areas of this Registration/Contract:

1. Page 1 has 2 parts:
 - a. Registration/Contract
 - b. Accommodations/Medical Conditions information
2. Page 2 is the payment sheet. **This sheet only needs to be completed and sent in if paying by credit or with debit card.** It is not needed if paying by cash. No checks are accepted for Segment 2 classes.

Please Note: Student's name. It must be the FULL NAME and must match their birth certificate. DO NOT LEAVE THE MIDDLE NAME BLANK. DO NOT USE JUST THEIR MIDDLE INITIAL. IF THEY DO NOT HAVE A MIDDLE NAME THEN WRITE "NONE" IN THE SPACE.

Please Note: You must include your teens LEVEL 1 LICENSE NUMBER. It is found on their Level 1 License. Your student CANNOT be enrolled into class without the number on the Registration/Contract nor can they be verified eligible for the class with the State of Michigan!

Signatures and Dates: Make sure both **PARENT AND TEEN** signs and dates (both places).

If emailing the Registration/Contract:

1. Do not send a picture of the documents. They cannot be accepted, and your registration will be rejected. Only send as a pdf file or word document. Free phone apps like Genius Scan makes it easy to turn any document into a pdf file.



PRECISION DRIVING SCHOOL LLC
3945 Okemos Rd, Suite A5, Okemos, MI 48864
State of Michigan Provider Certificate P000766
Office Hours: Tuesday 1p-2p, Thursday 11a-12p; Phone Hours: 9 am to 430 pm (517) 881-0990
Email: info@precisiondrivingschoolllc.com Web: precisiondrivingschoolllc.com

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NOTICE - This provider is required to be certified by the Secretary of State. If you have any complaint that cannot be settled with the provider, please complete the DES-P11 Statement of Complaint form found on the Department of State website; Michigan.gov/DriverEd. Completion of driver education instruction does not guarantee qualification for a driver license.



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TEEN REGISTRATION & SEGMENT 2 CONTRACT

Please Note: The student is not considered enrolled or guaranteed until **all completed information and payment is received**. Must have student's Full Name. Do not leave blank. Do not use middle initial only. We will send an email confirmation after everything is received. Please Print Clearly:

Choose Session Number (See Website Segment 2 Page) _____ **Choose Class Dates (See Website Segment 2 Page)** _____

Classroom & BTW Location: Okemos High School, 2800 Jolly Rd, Okemos, MI 48864 Program Number (Office Use Only) _____

Name of Student _____
Full Name on Birth Certificate) First Middle (No Initials, if no middle name, write None) Last

Date of Birth _____ Age _____ Student Phone: _____

Must Include Student's Level 1 Driver's License Number: (Ex D-900-000-000-000) _____

Address _____ City _____ Zip _____

Name of Parent/ Guardian _____ Home/Cell Phone _____ Work _____

Address of Parent/Guardian if different from Student: **(Circle if same)** _____

Email for class confirmation **(Print Clearly)**: _____

Emergency Contact Person **(other than parent/legal guardian)** _____ Phone Number _____

TEEN SEGMENT 2 PROVISIONS

- Precision Driving School LLC. will provide a minimum of 6 hours of classroom instruction with a certified Michigan Driver Education Instructor. Classroom instruction shall not exceed 2 hours per day.
- On the first day of class, a driving log must be presented to verify that the student has completed a minimum of 30 hours of driving (including 2 hours at night) with a licensed parent/guardian or a designated licensed adult driver 21 or older.
 A student driving log was presented. **Parent or Student initials** _____ Instructor initials _____
- The Student must have held their Level 1 License for not less than 3 continuous months. Student must present their Level 1 License on the first day of class.
Parent or Student initials _____ Instructor initials _____

TEEN SEGMENT 2 TERMS

- The Parent or Legal Guardian agrees to pay the total amount of \$75.00 on or before the first day of class in the form of; cash, credit/debit, or money order. No checks will be accepted (See page 2 for payment information).
- The parent/guardian will inform the provider or instructor if there are any accommodations required for their teen to participate in either the classroom or in the vehicle portion of Segment 2.
- The Student may miss only 1 class for an illness or emergency with documented proof presented to the instructor. The student is required to make up the same class session missed (e.g., The student missed day 2 and must attend day 2 of the next available segment 2 course). The classroom instructor will communicate the make-up day.
- A Segment 2 Certificate of Completion will not be issued until all textbook, workbook and materials are returned.
- A fee of \$30.00 will be charged for each lost or damaged textbook, workbook, or materials. A Segment 2 Certificate of Completion will not be issued until the fee is collected.
- A fee of \$30.00 will be charged for each lost or damaged textbook or workbook.
- Replacement fee for a Segment 2 Certificate of Completion is \$25.00.
- The student is required to follow the instructor's directive in the classroom, or the student may face dismissal without refund.

REQUIREMENTS TO PASS THE COURSE

- The student must complete all 6 hours of classroom and any assigned homework. Must successfully pass the State Written Exam.
- The Student will be allowed up to 3 attempts to pass the State Exam, which requires a score of at least 70%.

REFUND POLICY

If you decide to withdraw from the course before its completion, your refund will be based on the following prorated schedule:

- Prior to first day of class full tuition minus \$30.00
- On the first day, before or after the class starts, no tuition will be refunded.

ACCOMMODATIONS/MEDICAL CONDITIONS

- Does the student require any special accommodations to participate in the classroom phase (e.g., test being read to them, an interpreter, seating arrangements, etc.)?
 Yes _____ No _____ If yes, please explain: _____

Student Signature _____ **Date** _____

Parent/Legal Guardian Signature _____ **Date** _____

Precision Driving School LLC KAR _____ Date _____

Tuition Amount Paid: (Office Use Only) _____ Form of Payment: Cash, Check, Money Order, Credit/Debit

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TEEN SEGMENT 2 TUITION PAYMENT FORM

1. Registration/Tuition Fee:
 - a. \$75.00 cash, money order or credit/debit card
 - b. No Checks
2. Submit this form for credit card payments only.
3. Do Not submit this form if paying by cash, check or money order.
4. **After all completed registration and payment is received you will receive an email confirmation for the class.**

** If paying by credit card, please complete the following information			
Card Type: <input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX
Cardholder Name (as shown on card):			
Card Number:			
Expiration Date (month/year):			
Cardholder ZIP Code (from credit card billing address):			
CWV Code (3-digit code on back of card. Amex has 4 digits):			

I, _____ authorize Precision Driving School LLC to charge my credit card above for the agree agreed upon charges. I understand that this is a one-time charge.

Customer Signature: _____ Date: _____

Please note: How to send us your completed registration forms and payment.

1. Mail it to: Precision Driving School LLC, 3945 Okemos Rd, Suite A-5, 48864.
2. Or use the drop box located at our office. The address is 3945 Okemos Rd, Suite A-5, 48864.
3. Or completed registration form and payment form can be emailed. **(Must be scanned into a PDF or Word document. Do NOT SEND PHOTOCOPIES of forms. Be sure both Parent and Student signs all places).** Email address is: info@precisiondrivingschoolllc.com
4. Or you may call our office to pay with credit or with debit card at (517) 881-0990. But you must still complete the Registration Segment 1 Contract, Accommodations/Medical Accommodations and BTW Waiver forms and send them in.
5. **The student is not considered enrolled or guaranteed until all completed information and payment is received.**

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