

## Terms & Conditions

Your enrollment in Entourage Driving School constitutes your agreement to these Terms and Conditions. PLEASE READ THEM CAREFULLY. This document shall constitute the entire contract between Entourage Driving School and the student and no verbal assurances or promises not contained herein shall bind Entourage Driving School or the student. All disputes should be directed to the Office of the Illinois Secretary of State.

**GENERAL INFORMATION:** Parents bear the responsibility for the timely drop off and pick up of students for class and In-Vehicle lessons at the pickup and drop-off locations designated with the school. Entourage Driving School instructors are not responsible for staying with students before or after class or In-Vehicle lessons. Students are not permitted to remain in the classroom after class without instructor supervision. On occasion, Entourage Driving School will use photos, videos and other digital media of students and classes in publications, on our website and on social media in order to promote our programs and initiatives. Vehicles are equipped with dash-cams for the safety of the student as well as security cameras in and out of the school. By enrolling, you consent to be filmed for legal purposes if one were to arise. By acknowledging these Terms & Conditions, parents authorize Entourage Driving School to edit, alter, copy, exhibit, publish or distribute these photos for such lawful purposes.

**CLASSROOM TRAINING:** The Secretary of State requires:

1. A student must be 15 years old by the last class session to enroll in a class.
2. A student must complete 30 hours of classroom training.
3. A student may miss a maximum of four (4) days of classroom instruction and ALL missed classes must be made up. Please call the main office at 773-481-7455 as soon as possible to register for all makeup classes. If a student misses more than four classroom days the student is considered “dropped” and must re-enroll, retake the entire course and pay a reinstatement fee of \$200. Being late by 15 minutes of class is considered an absence for the class day. Any deviation from the original class dates or times is considered a missed class.
4. A minimum grade of 75% on the final exam held during the last class is required to satisfactorily pass the Classroom Training. Students not achieving this grade after 2 attempts must repeat the classroom training and pay a \$200 reinstatement fee.
5. Classroom rules are discussed on the first day of class. 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 and cancellation of the student’s learner’s permit.
6. All courses enrolled for at Entourage Driving School must be completed within **9 months** or there will be a re-enrollment fee of \$370. It is the student and parents’ responsibility to make time for these lessons as it is not the instructors job to keep pursuing their student. You **MUST** make time for these driving hours. The earlier the appointment is made, the earlier the student drives. It is best not to wait 9 months to barely start as there might not be any spots to accommodate the student.

**IN-VEHICLE TRAINING:** The Entourage Driving School classroom instructor will issue a Permit Application on Day 2 of class. Students may schedule In-Vehicle lessons on or after their first scheduled class session once they have their learner’s permit. Lessons are scheduled on a first-come, first-served basis.

1. 48-hour notice is required to reschedule or cancel an In-Vehicle lesson. A \$50 rescheduling fee will be charged if we do not receive appropriate notice. This would not be fair for the observer to lose observation hours. If a student has multiple sports or extra-curricular activities, it is recommended to

enroll in the private courses to ensure they will not be responsible for an observer losing their mandatory hours. If a student is not present after 10 minutes from the scheduled start time, this constitutes a “no show” and the student will be subject to a \$50 rescheduling fee. According to Illinois state law, students MUST possess their ORIGINAL instructors permit for all In-Vehicle lessons while lessons are being conducted. A copy or image of the permit is not acceptable. Students arriving for an In-Vehicle lesson without their permit will have their lesson cancelled and will be assessed a rescheduling fee.

2. All In-Vehicle training must be completed within **9 months** from the first day of classroom (the “Completion Date”). This is a Secretary of State requirement. In-Vehicle training scheduled after the Completion Date will be subject to an additional \$370 fee. Students MUST pass an In-Vehicle evaluation in order to be eligible for the Secretary of State Certificate of Completion.

3. Unless designated otherwise, all In-Vehicle training starts and ends at the Main office at Entourage Driving School, located at 5245 N. Elston Ave, Chicago IL 60630.

4. If required, students must wear their glasses or contacts during In-Vehicle lessons. Students are required to wear closed-toe shoes during driving lessons for safety reasons – no flip flops, high-heels, or “Ugg-type” boots are to be worn. Students will not be permitted to use their cell phones while in vehicle training is in process. The students’ cell phones will be placed in the trunk if given a warning to put their phone away to prevent anyone from touching their phones. For emergency phone calls, all calls should be forwarded to the Entourage Driving School instructor of that lesson.

5. A student may be driving in the vehicle with the instructor by him/herself if the parent chose the alternative formula of 8 hours of instruction or there may be up to two other students in the vehicle for the six hours of Behind-The-Wheel Training and six hours of Observation. Please allow time for the student to be dropped off after the scheduled end of training (up to 15 minutes) to allow for pickup and drop-off of other students. The instructor may run late to the session due to pick up and drop off other students and locations. The instructor will let the parent/student know if they are running late.

**PAYMENT:** Full Payment is required upon enrolling. Failure to pay any remaining balance by the final classroom instruction will result the student not being able to take the final exam. Entourage Driving School will not refund any fee, tuition, charge or any part thereof should we be willing and able to fulfill our part of the agreement. Any classroom changes requested by a customer such as, but not limited to, transfers, changing start date and changing classroom time after the first day of the class session are subject to a \$200 nonrefundable fee. Price is not negotiable.

#### **COVID-19:**

All training vehicles will be sanitized before and after each lesson. Instructors are to wash their hands or sanitize before starting any behind the wheel instruction lesson and must wear a mask during any interaction with the students. We will follow all CDC Guidelines to prevent the spread of COVID-19. If the instructor and student/observer is fully vaccinated, wearing a mask is optional. Entourage Driving School will follow all CDC Guidelines, so we expect your child to also follow the same. We will try our best to prevent the spread of this virus. Please ensure your child does the same.

If you agree to these terms, please sign the Tuition Approval Form