

# ONLINE REGISTRATION AGREEMENT FOR TRANSFER, REFUND OR CANCELLATION REQUESTS

## TRANSFER OF SCHEDULE

**Any** TRANSFER to a different date than the one submitted online at this website registration ([www.drivetrainers.com](http://www.drivetrainers.com)) must be made within 72 hours prior to the beginning time and date of the course.

- If any transfer of an ADULT course (i.e. *Defensive Driving, Adult Driver's Education, Alcohol Education for Minors, Drugs and Alcohol Driving Awareness Program, Driver's Self Defense*) is required and requested within the 72 hours prior, there will be no transfer fee to change classroom dates. If the request is made within the 72 hours prior to the course beginning, a \$25.00 transfer fee will be required to complete the change. If no transfer fee is paid in full, in cash at time of request, tuition shall be forfeited.
- If any transfer of a TEEN course (i.e. *Teen Driver's Education, including classroom, or driving only*) is requested prior to 72 hours before the beginning of the course, no charge shall be incurred. If a transfer of class dates request is made within 72 hours prior to the course beginning, a \$75.00 transfer fee will be required to complete the change. If no transfer is accepted by either party within the 72 hour period prior to the date of the course beginning, the Refund Policy below shall take effect. If any transfer of a TEEN course is required after the course has begun (dates listed on contract) a \$75.00 transfer fee will be required to complete the change.

## CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract before midnight of the third day (72 hrs), excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed by the prospective student, unless the student has completed the course and accepted a certificate of completion during that period.

## REFUND POLICY

- Refund computations will be based on actual instruction received through the last date of attendance.
- The effective date of the termination for refund purposes will be the earliest of the following:
  - (a) the last day of attendance, if the student is terminated by the school; or
  - (b) the date of receipt of written notice from the student.
- Since tuition is collected in advance of entrance and, **\*\* if after the expiration of the 72-hour cancellation privilege, the student does not enter school, terminates enrollment, or withdraws, the school may retain \$50 as administrative expenses;** and, from the remainder, shall refund that portion of the behind-the-wheel tuition and fees for services not previously received by the student. **All requests for refunds must be made in writing to the school director.**
- Refunds for items of extra expense to the student, including instructional supplies, books, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, will be made within 30 days after the effective date of enrollment termination; if these items are stated separately and shown as part of the data furnished the student before enrollment.
- A refund of tuition and fees (less administrative deposit) is due and refundable in each of the following cases:
  - (a) when an enrollee is not accepted by the school;
  - (b) if the course of instruction is discontinued by the school or the student at this location; or
  - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentation by the owner or representation of the school.
- Refunds shall be completed within 30 days after the effective date of written, recorded termination.

**ALL ONLINE CONTRACTS WILL HAVE A REQUIRED INITIALS TO ACCEPT  
THIS TRANSFER, REFUND AND CANCELLATION POLICY!**