



**excel**  
driving school

(Main Office) North Naperville • 412 West 5<sup>th</sup> Ave., Naperville, IL 60563  
t: 630.983.9235 • f: 630.983.8960 • e: Contact@exceldrivingschool.com

[www.exceldrivingschool.com](http://www.exceldrivingschool.com)

## 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 \$495)**.
- 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](http://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.

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412 West 5<sup>th</sup> Ave.  
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t – 630.983.9235

**South Naperville** 630.922.0281  
**Orland Park** 708.403.7733  
**Yorkville** 630.882.6000  
**Plainfield** 815.577.6610

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

**\*New Location at 21 Garden Market, Western Springs, IL 60558 – 708.403.7733**



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# WHEATON ACADEMY

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

COURSE #	START DATE	END DATE	DAYS OF WEEK	TIME	NO CLASSES
WA090214	September 2, 2014	October 16, 2014	Mon, Tue, Thu	3:30-5:30 p.m.	<ul style="list-style-type: none"> <li>No class September 1: Labor Day.</li> <li>No classes September 22-25: Homecoming Week.</li> <li>No class September 29: Wheaton Academy closed.</li> <li>No class October 13: Columbus Day.</li> <li>No class October 28: Wheaton Academy closed.</li> <li>No classes November 24-26: Thanksgiving week.</li> <li>No class December 8: Christmas Concert Rehearsal.</li> <li>No class February 16: President's Day.</li> <li>No class April 16: MTP Rehearsal.</li> </ul>
WA102714	October 27, 2014	December 9, 2014	Mon, Tue, Thu	3:30-5:30 p.m.	
WA012215	January 22, 2015	February 26, 2015	Mon, Tue, Thu	3:30-5:30 p.m.	
WA040715	April 7, 2015	May 12, 2015	Mon, Tue, Thu	3:30-5:30 p.m.	
WA061015AM	June 10, 2015	June 30, 2015	Mon, Tue, Wed, Thu	10:00-12:00 p.m.	
WA061015PM	June 10, 2015	June 30, 2015	Mon, Tue, Wed, Thu	1:00-3:00 p.m.	

Classroom schedule is subject to change. Please visit us at [www.exceldrivingschool.com](http://www.exceldrivingschool.com) for updated schedules.

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Both pages of this form must be submitted by the second day of class using one of the following methods:

**Mail to:** 412 West 5<sup>th</sup> Avenue, Naperville, IL 60563

**Fax to:** 630.983.8960

**Email to:** contact@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 # \_\_\_\_\_ Parent's Cell # \_\_\_\_\_

Student Email: \_\_\_\_\_ Parent Email: \_\_\_\_\_

High School: \_\_\_\_\_ Parent Name: \_\_\_\_\_

**Select a Package:** \_\_\_\_\_ **COURSE #** \_\_\_\_\_

\_\_\_\_ **Option A (\$425)** - 30 hrs Class + 6 hrs BTW + 6 hrs OBS

\_\_\_\_ **Option C (\$475)** - 8 hrs BTW Only

\_\_\_\_ **Option B (\$525)** - 30 hrs Class + 8 hrs BTW

\_\_\_\_ **Option D (\$375)** - 6 hrs BTW + 6 hrs OBS Only

\_\_\_\_ **Option E (\$200)** - Class Only

**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:** The following forms must be submitted before the student will receive the permit application:

- Enrollment Form/Teen Agreement – Contains student's personal information as well as information about the driver's education program. Needs to be initialed and signed by the student **and** parent/legal guardian.
- 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 due 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 class. The remaining balance must be paid no later than two weeks after 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 will result in a **\$25 late fee** 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 a course must do so no later than **7 days** before the start date. Students who need to switch classes must do so no later than **5 days** before the first day of class. **Failure** to give the main office adequate notice will result in forfeiture of the \$100 deposit. Any refunds given will be less a \$10 service charge.

*Note: If a student drops the course, their Instruction Permit will be cancelled and therefore invalid to drive on until re-enrolled into a driver's education course and the permit is re-instated.*

**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 Initials** \_\_\_\_\_ **Parent Initials** \_\_\_\_\_



**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 **70%** on the **unit tests** and **final exams** to pass the classroom phase of the course.

**Absences:** All students are required to sign in at the beginning of each class and be on time. **Failure to sign in will result in an absence.** Any missed classroom time **must be made up to pass the course.** Each student is allowed a maximum of three 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 their driver's education requirement, the classroom fee of **\$200** will need to be repaid and the student will need to re-enroll in another classroom session.

**Making up Classes:** Students will have to make-up any and all class time missed. Students should schedule make-up sessions through their online profile or by contacting the main office. Students may try to attend the same session missed in another course, if the course registration is not full. Otherwise, students should come in during ANY other class session time to complete their make-up work. 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 make-up work/notes in order to receive credit for the make-up session.**

*Note: Branch locations are only open during class times. Please call our office for available make-up times.*

**In-Car Phase**

Students may be scheduled for a behind-the-wheel lesson after they attend a minimum of 4 hours of classroom instruction and obtain an instruction permit from the Secretary of State. For the six hour package, observation is scheduled with each hour of behind-the-wheel time. Generally, two students are grouped together for two hours of in-car instruction. Each student spends one hour driving and the other observing. Students who register for the 8 hour package will receive individual instruction, which will waive the observation time (8 hour students may have another student observing them during instruction time). **Please understand that the in-car phase varies on student and instructor availability, as well as course enrollment.**

*Note: Excel Driving School instructors WILL schedule driving appointments with students, if the STUDENT wishes to do so. Students, as well as parents, are responsible for all driving appointments scheduled with an instructor. Parents of students who cancel driving appointments within 24 hours of the scheduled drive time will be held responsible for any fees incurred.*

**Cancelling BTW Appointments:** Students who need to cancel driving appointments MUST do so through their instructor (It is the student's/parent's responsibility to make sure they have their instructor's contact information). 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 that driving hour. Students will need to purchase another behind-the-wheel lesson (at the current hourly rate) in order to complete the required driving 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 in the main office.
- 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.
- **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 rules and regulations 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: \_\_\_\_\_

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**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:  <p align="center"><b>Excel Driving School</b>                  412 West 5th Avenue                  Naperville, IL 60563                  630.983.9235</p>	This form must be submitted no later than the last day of class using one of the following methods:  Mail to: 412 W 5 <sup>th</sup> Avenue, Naperville, IL 60563 Fax to: 630.983.8960 Email to: contact@exceldrivingschool.com				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border-bottom: 1px solid black;">Student's Full Name</td> <td style="width:25%; border-bottom: 1px solid black;">Last</td> <td style="width:25%; border-bottom: 1px solid black;">First</td> <td style="width:25%; border-bottom: 1px solid black;">Middle Initial</td> </tr> </table>		Student's Full Name	Last	First	Middle Initial
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	
School Address	Phone Number
City or Town	Zip Code

**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:  <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p>	
<p><b>X</b> _____ Signature of Chief School Administrator or Superintendent of High School</p>	<p><b>X</b> _____ Date</p>

**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)
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