

CLASS DATE: \_\_\_/\_\_\_/\_\_\_ PERMIT # \_\_\_\_\_  
 SCHOOL ID. \_\_\_\_\_  
 CERTIFICATE# \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE: TYPE OF PAYMENT/DATE/RECV'D BY/ RECIEPT #/ OWES?

\* \_\_\_\_\_  
 LAST NAME (APELLIDO) FIRST NAME (NOMBRE) DOB (FECHA DE NACIMIENTO) STUDENT'S PHONE #  
 \* \_\_\_\_\_  
 ADDRESS CITY ZIP (DOMICILIO) EMERGENCY CONTACT NAME AND PHONE # (# DE EMERGENCIA)

**ABC TIERRA ENCANTADA POLICIES AND PROCEDURES**

PARENTS AND STUDENTS: The following policies must be read, signed and returned. Failure to do so will result in ABC-TE Holding on to permit referral card and/or certificate.

GRADUATED LICENSING PROGRAM: Any student that enrolls in any class must be 14 and 11 1/2 months or older. The student Can not and will not receive a learner's permit until the student turns 15. The learners permit must be held for six months from the date of issue During these six months, the student will receive seven hours of driving time with ABC-TE. Please refer to the pamphlet *TEEN DRIVING NM GLP* for additional information which must be provided by ABC-TE at the time of enrollment. Any student who fails to complete the course within 3 months of enrollment with ABC-TE, will have to re-enroll and re-pay for the course.

CLASSROOM AND DRIVING: ABC-TE will provide 30 hours of classroom and 7 hours behind-the-wheel. Students dropping out or missing 2 or more days must provide a signed document stating why they will be absent and when they will make up those hours missed. No certificate of completion will be issued until the following have been met:


- All classroom and driving time has been completed
  - All fees have been paid in full
  - Missed classes have been made up during the same content
- parents and/or guardians must be in agreement with all scheduled driving time to avoid conflicts in schedule and to avoid fees.

If a student fails to keep their scheduled appointment for driving and does not provide a 24 hr notice, the student will be charged a minimum of \$25/hour to reschedule driving time. The student's

STUDENT'S/PARENT'S INITIALS \_\_\_\_\_ 

- Students enrolled are required to apply themselves to the information taught in class. Driving instruction is a service rendered by State Certified Instructors. ABC TE understand learning abilities and maturity levels will vary. ABC TE will do their best to resolve all challenges prior to the issuing of a certificate therefore; there will be a NO REFUNDS once a student is enrolled in our Drivers ed Course.
- The student must commit to being rested and alert for all classes especially if scheduled to drive In order to provide the BEST driver's education, instructors must be notified of any medical conditions which may interrupt a student's learning experience. Special accomodations will be provided at the instructor's discretion.
- ABC TE will provide a safe learning enviroment free of sexual, religious, racial or any other forms of discrimination. Foul language, electronic devices such as cell phones and iPods, are disruptive in an educational enviroment and thus are not allowed during course hours nor during driving lessons, including the range. There will be mutual respect between students and instructors at all times. Destroying, tagging or any illegal activities will result in applicable fees no less than \$100. Any student or instructor violating any of the above will meet with the proper authorities so that proper actions can be taken.
- Our mission at ABC TE School of Driving is to provide the BEST foundations for effective driving skills for those who wish to become responsible drivers in the state of New Mexico.\* Driving time may take up to six months to complete because of demand during high peak months. We will do our best to complete the driving within the course period.
- Questions or comments should be addressed to LORENA ROBERTSON 505-986-0278.

I, as the student, will comply with the Policies and Procedures of ABC TE School of Driving and the Driving Rules and Regulations of the State of New Mexico. I, as the student's parent/guardian, also understand and will comply with the same Policies and Procedures.

\_\_\_\_\_  
 Parent's Name  \_\_\_\_\_  
 Student's Name  
 \_\_\_\_\_  
 Parent's Signature \_\_\_\_\_  
 Student's Signature \_\_\_\_\_

I \_\_\_\_\_ will be absent on \_\_\_\_\_ Reason: \_\_\_\_\_

I will make missed days up on \_\_\_\_\_ Completed \_\_\_\_\_

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_ Instructor Initials: \_\_\_\_\_