



**\*\*\* COVID-19 PROTOCOL – ALL STUDENTS/INSTRUCTORS ARE REQUIRED TO WEAR A MASK AT ALL TIMES. VEHICLE SANITATION WILL BE IMPLEMENTED BEFORE AND AFTER EACH STUDENT! \*\*\***

LICENSE NUMBER: 000220  
 Web: [www.wbdriving.com](http://www.wbdriving.com)  
 email: [WBdrivingacademy@gmail.com](mailto:WBdrivingacademy@gmail.com)  
 3989 US 1 South • Monmouth Jct., NJ 08852  
 732-821-4911 • 609-448-5014

**Student Enrollment and Instruction Agreement**

**STUDENT INFORMATION:**

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Email : \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Student SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Sex: M F (circle one)

**PARENT INFORMATION:**

**Does your child require any accommodations?** Y N

Parent First Name: \_\_\_\_\_ Parent Last Name: \_\_\_\_\_  
 Parent/Guardian License #: \_\_\_\_\_ Parent email: \_\_\_\_\_  
 Parent Cell Phone: \_\_\_\_\_ Parent Home Phone: \_\_\_\_\_

**TRAINING**

Windsor-Brunswick Driving Academy will supply a dual controlled (**gas & brake**) vehicle, a licensed driving instructor, and insurance for the lesson. Windsor-Brunswick Driving Academy will obtain a permit (additional fee \$10) which is to be kept in the instructor’s possession during instruction. Should the student have a valid permit or license, he/she must present it to the instructor at time of instruction. The instructor may refuse to allow the student to drive if he/she shows signs of any impairment or actions which could pose a hazard to the student or instructor. Windsor-Brunswick Driving Academy DOES NOT guarantee the issuance of a NJ Drivers License to the student.

The vehicle to be used for instruction has:  automatic transmission; \_\_\_\_\_ standard transmission; and shall be equipped with, at minimum, a brake for both the instructor and the student.

**Type of Training Desired: (check one)** \_\_\_\_\_ 6 hour behind-the-wheel instruction \_\_\_\_\_ Road Test Service  
 \_\_\_\_\_ 2 hour refresher \_\_\_\_\_ Written Test

**PAYMENT**

**Amount due is to be paid in full prior to start of lessons.** A **\$100 deposit or full payment** is required upon signing of this contract. *24 hour advance notice is required to reschedule any lesson and must be confirmed with a representative from Windsor-Brunswick Driving Academy or student will be charged a \$50 cancellation fee.* Appointments must be mutually agreed upon for date, time, and location. This constitutes the entire agreement between the school and the student and no verbal statements or promises will be recognized. The student may rescind this agreement within 72 hours of the first lesson and upon such rescission shall receive a refund for any lesson or service not conducted or provided. **Any outstanding balance is due 48 hours prior to first lesson!**

**Please fill out, sign, and return this completed form along with the following documentation needed to process a permit:**

- ✓ Check made payable to WB Driving Academy, LLC for \$ \_\_\_\_\_ (check, credit card, cash)
- ✓ Check made payable to NJ MVC in the amount of \$10.00 (permit fee)
- ✓ **The Motor Vehicle Commission Card signed by BOTH student and parent (our office has this form)**
- ✓ The student’s Secondary School Driver Examination Card (HS waiver) with test score (written test card)
- ✓ Original form of acceptable Identification
  - Civil Birth Certificate (must have raised seal) **hospital birth certificates are not accepted**
  - Valid US Passport (student signature), OR (non-US Citizen) Green Card, Work Authorization Card
  - Citizenship papers
  - Social Security Card

**PHOTOCOPIES ARE NOT ACCEPTED! MUST PROVIDE ORIGINAL FORM OF IDENTIFICATION**



**Remember...Cancellations Require 24 Hour Advance Notification or \$50 Cancellation Fee!**

**Receipt**

Amount Paid: \_\_\_\_\_ Payment Method: (circle one) Check# \_\_\_\_\_ Credit / Debit Cash  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Dates of Instruction: \_\_\_\_\_

Windsor – Brunswick Driving Academy

**Returned Checks Subject To a \$50 Returned Check Fee**



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### Service Agreement

This agreement between Windsor-Brunswick Driving Academy, LLC and \_\_\_\_\_ will include the following services:

<b>Instructional Service</b>	<b>ITEMIZED ACCOUNT SERVICES Cost to Student</b>
<b>6 Hour Behind-the-Wheel (16 year old)</b>	\$425 (siblings \$25 discount) ( <i>INCLUDES VISION TEST</i> )
<b>17 year old (has permit)</b>	\$375
<b>Permit Purchase @ Agency</b>	\$ 10
<b>2 Hour Refresher Course</b>	\$120
<b>Knowledge Test (written)</b>	\$ 50
<b>Road Test Service *</b>	\$180 (includes 1 hour buy license service *)
- 1 Hour Review Lesson Included	
- Use of Car Included	
- Buy License *	

*\* Parents required to meet at DMV due to longer than normal wait times*

**No fees will be charged other than those specified above.**

Instruction Services	# Lessons	# Mins Per Lesson	Cost Per Lesson	Total Cost of Lessons
<b>Behind the Wheel</b>	<b>3</b>	<b>120 (6 hours)</b>	<b>\$425</b>	
<b>Written Test</b>			<b>\$ 50</b>	
<b>Refresher</b>	<b>As needed</b>	<b>120 (2 hours)</b>	<b>\$120</b>	
<b>GRAND TOTAL COST TO STUDENT</b>				

*It is mandatory that the following listed instructions be included in all courses given by a commercial driver school to students utilizing a special learner's permit. The course must be a minimum of 6 hours actual behind-the-wheel instruction.*

<b>INSTRUMENTS &amp; CONTROLS</b> <i>(Awareness)</i>	<b>PUTTING VEHICLE IN MOTION</b> <i>(Starting/Stopping)</i>	<b>PARKING/PARALLEL PARKING</b>	<b>3 POINT TURN (K TURN)</b>
Seatbelts, Adjusting Seat	Starting Vehicle Smoothly	Signaling	Signaling
Mirrors (Left, Right, Rear)	Braking Smoothly and Safely	Checking Traffic	Blind Spot Check
Signals, Headlights, Highbeams	Signaling	Vehicle Positioning	Vehicle Positioning
Wipers	Checking Traffic	Hand Positioning on Wheel	Wheel Position/Turning
Dash Board Warning Lights, Speedometer	Stopping Smoothly & Safely	Turning Wheel	<b>BACKING</b>
Key Positions (Ignition Start)	Checking Traffic	Speed Control	Checking Traffic
Ignition Off	Gear Shift Position/Engine Off	Proper Gear Position	Hand Positioning Wheel/Seat
Parking Brake	Set Park Brake	Set Brakes	Straight Line
Gas & Brake Pedals	<b>TURNING/INTERSECTIONS</b>	Ignition Off	Speed Control
Hand Over Hand Steering Practice	Signaling	Key Removal	
Hand Positioning on Wheel	Vehicle Position/Wheel Position	<b>HIGHWAY DRIVING</b>	
Blind Spot Locations	Turning Arrow	Lane Positioning	
Gear Shift Locations (P, R, N, D)	Right on Red	Changing Lanes	
<b>STEERING</b>	Left Turns	Speed Control	
Proper Hand Position on Wheel	Left Turns in Traffic	Merging	
Proper Grip	Right Turns	Acceleration Lanes	
Hand-Over-Hand Turning	Right Turns in Traffic	Jug Handles	
Center of Lane	Right-of-Way	Right of Way	
Aim High in Steering	Passing	Turning Arrows	

*The number of minutes per lesson specified shall be the actual number of minutes of instruction provided to the student. No more than 3 hours of behind-the-wheel instruction may be provided in any one calendar day. The only occupants of a driving school vehicle that is being operated on a public road or highway for the purposes of the required 6 hours of behind the wheel instruction shall be the driving school instructor, a parent or legal guardian, an instructor-in-training, or a supervising instructor.*

Student's Signature: \_\_\_\_\_ Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_