

Instructions and Check List for Developing Your Adult Student Contract

This document provides you with the information needed to create your Adult Driver Education Student Contract. Text within the parentheses is meant as a guide to assist you in developing your contracts. Please contact the Driver Programs Division at drivered@michigan.gov with any questions.

Items 1 – 22 must be included in the Adult student contract

Check List:

Required Provider Information:

1. Provider's legally recognized business name. (May also include the d/b/a – “doing business as” – business name if one exists).
2. Provider's phone number.
3. Provider's office hours.
4. Provider's address. (Physical address where the student records are located.)
5. Provider's complete certificate number: P000__ __.

Required Student Information:

6. Student's first, middle and last name as reported on Temporary Instruction Permit.
7. Student's address.
8. Student's phone number: (Home or Cell).
9. Student's date of birth. (Show as mm-dd-yyyy.)

Program Requirements and Policies:

10. Number of hours of instruction. (Class/BTW)
11. Fee for the course. (Identify whether it is a “total,” “per hour” or “per lesson” fee.)
12. Due date for fees.
13. Payment method allowed. (Cash, check, money order or credit card.)
14. Refund policy.

Signatures and Dates:

15. Signature of the student.
16. Signature of provider/designated representative.
17. Date of the contract.

Items 18 – 20 must be included if provider will be offering classroom instruction:

18. Address where instruction will be given even if it is the same as the business address.
19. Class times.
20. Dates for the classes.

(OVER)

Items 21 – 22 must be included exactly as shown below:

21. Notice: This driver education provider is required to be certified by the Secretary of State. If you have any complaint that cannot be settled with the provider, please complete the Driver Education Complaint form found under “Driver Programs Division” on the Department of State website; www.michigan.gov/sos. Completing driver education does not guarantee a driver’s license.
22. “Name of driver education school here” will conduct the behind-the-wheel instruction in a dual-controlled automobile that is fully insured to cover each student enrolled in the program.

Items 23 – 27 are optional for the Adult student contract:

23. Make-up policy for behind-the-wheel instruction. (Make sure the policy is clearly defined and understood.)
24. Cancellation policy. (Make sure all requirements are clearly defined and understood.)
25. Recording of the Temporary Instruction Permit number. (Recommended)
26. Cost of materials.
27. Revision date of the contract (a date at the bottom corner of contract).