

Harper Driving School

Enrollment Procedure

High School Waiver (Blue Card): Students who have passed the NJ written exam will have a blue card stating that they did pass the exam.

Students with Blue Card:

Step 1: Complete all documents in the packet. Fill out the Learner's Permit Application (a.k.a. Green Card) very **carefully**. Collect all IDENTIFICATION documents (Follow directions very carefully). Call our office if you have any questions.

Step 2: Bring all of your information into the office along with the student. **Call our office prior to coming in.** At this visit, we will inspect all documents, administer the eye test, and schedule the lessons (wait time varies). Enrollment is complete. (If it is not possible for you to come into the office due to distance or time constraints, please contact us and we will make arrangements).

Students with NO Blue Card:

Step 1: Complete packet as per Step 1 above.

Step 2: Mail all documents to Harper Driving School (or bring them into the office)

Step 3: If all documents are in order, we will purchase the student's permit. We will also email you an HDS prepared study guide and a practice test.

Step 4: Call our office to schedule a time for the student to take the written test and eye test (Student must come in at least 30 minutes prior to the closing of our office)

Step 5: If the student passes the written test and the eye test, we will schedule the lessons.

*If your child fails the written test, they may return for a retest (for no charge) **one week later**. If your child fails the eye test, you will be given a letter that you must have completed by your optometrist. That letter must be returned to us in order to schedule any lessons.

Our schedule of hours for testing during the summer (July 1-Labor Day) is Monday-Thursday 3:00-6:00 PM (Students must come in by 5:30 PM) and Fridays are 9:00 AM-12:00 PM (Students must come in by 11:30 AM); during the school year is Monday-Friday 3:00-6:00 PM (Students must come in by 5:30 PM). We are available every Saturday (all year) from 9:00 AM-12:00 PM (Students must come in by 11:30 AM).

Thank you for selecting Harper Driving School! Below is a quick reference fact sheet that I hope you find helpful.

Website: www.harperdrivingschool.org
Email: www.harperdrivingschool@verizon.net
Phone: (856) 589-8800
Fax: (856) 589-8018
***Cost of replacing lost permit (a.k.a. Duplicate Permit): \$33.00**
***Directions to H.D.S. are also on our website.**
Secretary: Karen

Below is an example of how to fill out the Learner's Permit Application (Green Card):

BA-412D (R11/03) MOTOR VEHICLE COMMISSION
 STUDENT LEARNER'S PERMIT APPLICATION
 Please Print All Information Clearly
 DRIVER LICENSE NUMBER

(LEGAL NAME)													
FIRST NAME John				MI Q	LAST NAME Public				DRIVER LICENSE NUMBER				
MAILING ADDRESS 102 West Jersey Avenue				CITY Happyville	COUNTY Berkshire		STATE NJ	ZIP CODE 08071					
STREET ADDRESS (if different from above)													
MO 05	DATE OF BIRTH DAY 07		YEAR 1991	AGE 16	SEX M	EYE COLOR Blue	WT 180	HEIGHT FEET 5	IN 11	SOCIAL SECURITY NUMBER XXX XX XXXX			
Name of School HARPER DRIVING SCHOOL				Instructor ID DSI-001928				School Wall License No. 00015					
I certify that this student is enrolled in an approved Driver Education Course at this High School or Licensed Driving School.						Signature of Principal or Person Operating Duty Licensed School <i>[Signature]</i>							
PARENTAL CONSENT													
I certify that the applicant has completed this form accurately and that I have received the Graduated Driver License Handbook.				Driver License Number of Parent or Guardian PXXXX XXXXXXXXXX				State of Issue NJ		Signature of Parent or Legal Guardian <i>Betty & Public</i>			
See Other Side	<input checked="" type="checkbox"/>		<i>John Q. Public</i>				Date 5/7/07		Date				

SIGN HERE - I, the applicant, certify the statements on both sides of this application are correct.

We Need the Following

We will hold on to these documents until the six hours have been completed

**GREEN
CARD**

1. **Carefully fill out green card: Be sure you fill out all sections. (Eye Color must be written out). Parent/Guardian and student must sign in the correct spaces. Carefully answer the questions on the back. Do not use any whiteout!**

**BLUE
CARD**

2. **It states that the student passed the STATE KNOWLEDGE OF THE LAW EXAM in Driver's Ed. If you do not have this card, there could be three reasons why. They are:
*Student failed *Student did not take it *Student lost it**

If it is lost, you must get a duplicate from the H.S. Driver Education teacher.

**ORIGINAL
BIRTH
CERTIFICATE**

3. **We must get the student permit. To do so, we MUST present the original birth certificate. It will NOT be lost! Foreign students can qualify for New Jersey Learner's Permits under certain conditions. Call our office.**

**Social Security
Card**

4. **In order for things to run smoothly while validating the student permit, we must have the social security card. It must be the original, no copies! It will NOT be lost!**

CONTRACT

5. **The Harper Driving School Contract is critical; the student and parent/s must sign it. Be sure to bring in your calendar to schedule the lessons in order to avoid any scheduling conflicts.**

PAYMENT

6. **You may pay for our service in four ways. They are as follows:**

***Check *Money Order *Cash *Master Card or Visa**

Note: If a check is presented against "Insufficient Funds," our account will be charged \$12.00. We feel that it is only fair to pass that charge along to you.

**TEN
DOLLARS**

7. **The current fee to obtain a learner's permit is \$10.00. You may pay this in three ways:**

*** \$10.00 cash**

*** Add \$10.00 to the instruction check to HDS**

*** Check payable to: *N.J. Department of Motor Vehicles***

(If you select this option, you must put driver's license # and phone # on the front of the check.)

Contract

THIS is a contract for driving instruction between **HARPER DRIVING SCHOOL**, hereinafter known as “the School,” Mr. and/or Mrs. _____, residing at _____ hereinafter known as “Parent/Guardian” of _____ (student).

For the sum of **Three Hundred Forty-Five Dollars (\$345.00)**, the School will provide six (6) hours of driving instruction to _____ (student). This instruction will be provided by an instructor who is licensed by the State of New Jersey. The vehicle used for this instruction will comply with all requirements of the New Jersey Division of Motor Vehicles. The vehicle used will be insured in accordance with the standards of the New Jersey Division of Motor Vehicles.

Instruction will take place at a time mutually agreed upon by the student and the School, but between the hours of 6:00 AM and 9:00 PM. Whenever possible, this instruction will take place during daylight hours. Instruction consists of two three-hour lessons. No lesson will exceed three consecutive clock hours.

The vehicle used for this instruction is equipped with automatic transmission, dual brakes (student and instructor), front air bags, seat belts for all passengers and anti-lock brakes. The radio or CD player will **NOT** be in operation during instruction.

No person, student or instructor will eat, drink or smoke in the vehicle. All clothing worn by the student must be approved by the instructor. Bare feet or flip-flops are not acceptable attire.

The School will pick the student up at his/her home or school prior to the lesson and return the student to his/her home after the lesson concludes.

The student agrees to listen carefully to the instructions given by the instructor and will proceed in accordance with those instructions.

The School will purchase the permit at or prior to the first lesson. No instruction will take place until a valid New Jersey learner’s permit has been obtained. In order to drive, a student’s vision must be tested and approved by the New Jersey Division of Motor Vehicles. The School will test vision at our office or at the New Jersey Division of Motor Vehicles. Also, written tests may be given at our office.

Any health problems that a student has must be clearly stated and any medications that could impair driving must be identified prior to any instruction. The School reserves the right to reschedule any lesson without prior notice if the instructor believes the health of the student at the time of the lesson is such that the student, instructor or any motorist would be in jeopardy.

If it is determined by the School that the applicant provided false information on the State of New Jersey Application Form, the School has the right to reject the applicant at any time and prorate for services provided as of the date of discovery of false information.

This contract is not assignable without the express prior written consent of the School. If any of the provisions of this Agreement are held to be invalid or unenforceable, or if any of the said provisions are modified in writing due to a change in circumstances of either of the parties hereto, all other provisions shall, nevertheless, continue in full force and effect.

A modification and waiver of any of the provisions of the Agreement shall be effective only if made in writing and executed with the same formality as this Agreement. The failure of either party to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar nature. No other verbal statements will supersede this Agreement.

Payment terms are: \$345.00, paid by check, money order, cash, or credit card (MasterCard or Visa). Payment must accompany this signed contract. No fees will be charged other than those outlined in this document.

The applicant or Parent/Guardian of the student and/or the School may cancel this contract up to 72 hours prior to the first lesson for a full refund. This Agreement will show an itemized account of any and all services rendered. In order to cancel a lesson and reschedule that lesson, 24 hours advance notice is required or the student may be charged for that lesson. Cancellation must be made at the phone number for the School, which is (856) 589-8800. Appointments must be mutually agreed upon for date, time and location.

We have read this document and agree to its terms.

Email Address _____

Student Signature Social Security No.

Student's Date of Birth (m/d/yyyy)

Parent/ Guardian Signature

Contact's Phone Number

How You Found Harper Driving School

Date

Dates To Be Avoided In Scheduling

High School You Currently Attend

HARPER DRIVING SCHOOL

By: _____

Jason Tyrell and Tim Rue,

Owners

.....
Office Use Only

RECEIPT OF PAYMENT

Payment for six (6) hours of driving instruction by **HARPER DRIVING SCHOOL**,
115 WEST JERSEY AVENUE, PITMAN NJ, was received on _____ (date).

Amount Received Check # _____ Cash Money Order