

MASTER & SYLVANIA DRIVING SCHOOL  
6725 West Central Avenue, Suite Q1  
Toledo, Ohio 43617  
419-841-4458  
masterdriving@aol.com

Thank you for choosing our driving school for the 8 hours of in car experience. I am sending to you an online training agreement. Please do complete this agreement in its entirety along with the parent's signature and the student's signature. We will need this signed training agreement (**only the first page**), payment in full, registration page and the 24 hour online original completion certificate returned to us by either mail to the address on this letter or in person to the address listed above or emailed to the address above. Please keep the **STUDENT BEHIND THE WHEEL TRAINING REPORTS** with you and give these to your driver on the first lesson if you do not live in Toledo. If you live in Toledo, please send these behind the wheel evaluation forms in with all of your paperwork.

As far as payment is concerned, if you are paying by check, please make it payable to BKH Inc. and send it with all of your paperwork. If you are paying with a credit card, there is a 4% processing fee. Please call this credit card information into the office.

We do pick up the student for their 8 hours of private driving time as long as they live in the area. We do drive 7 days a week and all of the lessons are private. A student does need to have their temporary permit for each of their lessons. When you have turned in all of your paperwork, you may call in to our office and go to extension 13 to get into the queue to set up the 8 hours of driving times. Once you are in the queue, no one will get ahead of you to set up their driving times. We do have 19 locations and the scheduling department works daily on scheduling. We attempt to call you back within 3 – 4 weeks. However, it may be sooner depending on the location. When the scheduler calls, she will offer you the soonest times that we have in the system. Some locations are booked 3 weeks out and some could be 6-8 weeks out. It truly depends on the time of the year. If a student must change or cancel a driving time, a 24 hour notice must be given or there is a \$10 per hour charge for that lesson. If a lesson is on a Saturday, Sunday or Monday, the office must be contacted by Friday at 6:00 p.m. to avoid the penalty fee. On the last driving time, the instructor will need to collect a \$6.00 certificate processing fee.

By State of Ohio law, our training manager will review all of the student's paperwork after the completion of the last driving lesson. If all is in order, the certificate will be typed on the next business day and emailed to you on the next business day. The student must have our completion certificate on the day of their exam. Please print out the original certificate.

Please do complete the registration form on the next page of this letter. Return this with your training agreement. You may want to keep this part of the letter as a reminder.

Our office is open Monday thru Friday from 9:00 a.m. until 6:00 p.m. Please do call with any questions or concerns. THANK YOU!!!