

ADVANTAGE DRIVING SCHOOL

Student Policies and Agreement

ADVANTAGE DRIVING School is committed to offering a comprehensive traffic safety education program to beginning drivers of all ages. Beginning teen drivers must be at least 15 years old.

The following policies identify expectations for all students. Signing this document constitutes a formal agreement between ADVANTAGE DRIVING SCHOOL and the parent/ student.

Classroom Activities

1. Students are expected to attend all class sessions. Before a certificate can be issued, each student must complete 30 hours of classroom instruction and successfully complete 6 hours of driving. Observations are also required.
2. Students will need to provide for themselves notebook paper, pen or pencil.
3. The passing grade for tests and the classroom phase of instruction is 80%. Any student receiving a grade below 80% may retake the test as needed. After **two** unsuccessful attempts there will be a **\$10 fee** for each additional attempt.
4. Radios, tape/CD players, iPod/MP3 players, cell phones, pagers or any electronic device that distracts from the instructor's presentation or distracts other students must be silenced during class.
5. Students must remain awake during class and are not permitted to do homework or reading other than that used by the instructor in the traffic safety course.

Student Behavior

6. Students shall not smoke within 500 feet of any ADVANTAGE DRIVING SCHOOL location.
7. If a student comes to class in an intoxicated or drug induced condition, that student will be dropped from the course, no tuition refund will be given and the student will not be permitted to re-enroll.
8. Common courtesies and proper classroom behavior are expected of all students. The instructor will inform students when such behavior is lacking.
9. If a student needs to be removed from class because of unacceptable behavior or cheating, there will be no tuition refund. The student will not be permitted to re-enroll.

Attendance

10. Attendance at each scheduled class of the course is expected. (A course is defined as a series of class offerings with an established start and end date.)
11. In order to receive a certificate of completion you must complete 30 hours of classroom instruction. Each absence must be made up. It shall be made up when that same class is offered in the next session or in subsequent sessions only. Dates for upcoming classes will be posted in the classroom. (Note: ADVANTAGE DRIVING SCHOOL is not responsible for schedule alterations due to inclement weather.)
14. Absences in excess of three will result in dismissal from the class. Students dismissed for three absences may re-enroll in a subsequent session for a \$300 reinstatement fee. Previously completed classes will not be credited to the next session. If you know in advance that you will miss more than three classes, you may make prior arrangements for make-up without dismissal.
15. Students withdrawing for unexpected reasons, may transfer their remaining tuition to another scheduled course by paying a \$50 transfer fee. However, the student must repeat the entire course. Previous course work will not be honored.
16. According to regulations governing commercial driving schools, a course must be at least 5 weeks duration. All **Advantage Driving School** course requirements must be completed within 180 days from the course start date for the original course fee. To finish remaining requirements after 180 days will require an additional fee of \$200.

Today's date is _____; 180 days is _____.

Financial Responsibilities

17. Returned checks will be charged a \$25 administrative fee. If a student has paid with an NSF check, that student will be suspended from the course until the check and administrative fee have been paid.

