

APPROVED

A Plus Global Driving School Mission/Policy/Enrollment Terms *J. Starks*

09/13/17

Our Mission

The mission of A Plus Global Driving School is to provide a traffic safety education course to beginning drivers of all ages. Also, to provide new students a lifetime of driving success by teaching them skills that will keep them ticket and collision-free for life.

Student Policies

These policies are designed to help students and their parents/guardians understand their responsibilities and the responsibilities of A Plus Global Driving School.

Teen Course:

Enrollment terms:

- 1- State law requires that students must be 15 years old by the first classroom session of the course, that students not miss more than 2 classes, and that students not enroll after the second class session.
- 2- Teen driving courses must not be less than 5 weeks in length and all course requirements must be completed within 3 months.
- 3- Behind-the-wheel driving lessons are scheduled separately from the classroom sessions and typically extend beyond the last classroom session.
- 4- No food, drink or gum is allowed in instruction cars or in the classroom.

Classroom Sessions:

1. Students are expected to attend all classroom sessions. Washington State requires 30hrs of classroom and 6hrs of driving. The new student would not allow to enroll in a driver education course after the first two classes have been completed, and no student will allow to attend a driver training education before the age of fifteen years.
2. If for unexpected reason a student misses a class, that class will have to be made up before the student graduates from the class. If the student misses two or more classes, they will automatically be dropped from the course.
3. Classroom and behind the wheel Instruction course must not be scheduled for not less than 30 days, and maximum time to complete the course is fifteen contiguous weeks in length. If a student takes longer than will have to retake the course and repay the full tuition to restart the session. INIT: _____
4. In order to obtain a license before 18 years of age, a student must graduate a DOL approved traffic safety education course, have obtained a driver instruction permit for 6 months, and be at least 16 years of age. While driving on the IDL (Intermediate Driver License), a teen may not drive during the hours of 1:00-5:00am for the first year unless accompanied by a 25 year old. Additionally, the teen driver will not be allowed passengers under the age of 20 years—unless they are members of the immediate family, for the first 6 months. If the driver succeeds as a proven, safe driver—receives no traffic citations or violations of the IDL restrictions, and does not cause a collision—the teen will be allowed no more than 3 passengers that are

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under the age of 20 outside of the immediate family. Too many traffic violations can mean a suspension and, in some cases a revocation of the driver's license. INIT:

5. If a student needs to withdraw from the course for unexpected reasons, after the second session there will be no refund.
6. The passing grade is 80% for all tests in the classroom phase of instruction. If a student does not achieve an 80% pass rate on the final test, after the student has taken the test two times and failed it, there will be a charge of \$80.00 for the student to take a refresher course of outlined class information.
7. The student will be dropped from the course with no tuition refund and won't be permitted to enroll if found smoking within 400 feet of the school building or comes to class in an intoxicated or drug induced condition or removed from class because behavior problems or cheating.
8. If a student is caught vandalizing any of the materials or the building itself, the student will be charged for the repairs and can be dropped from the course without a tuition refund.
9. Students are not allowed to do homework or read books other than those used by the instructor in the driver's education course.
10. Any instrument or device will distract the student from the instructor's presentation of the classroom material, are not allowed. Cell phones must be turned off during the classroom.
11. Returned checks will be charged a \$35.00 administrative fee. The course and administrative fee must then be paid in cash before the student can resume classes.
12. Students are to bring notebook and pen/pencil. Parents should ensure students are on time and picked-up in a timely manner.
13. The issuance of a driver's license is NOT guaranteed or assured as a result of this course.

Driving Sessions:

1. All students will need a learner's permit within the first week of class. They must bring this permit to all in-car sessions or they will not be permitted to drive. Not having their permit will be treated as a no-show. No shows are charged \$50.00. Students will not be allowed to drive on any further drives until all their no-show fees are paid in full.
2. If a student is more than 15 minutes late for a drive, they will be charged a no-show fee.
3. When the student or the parent schedules a drive, they may cancel 24hrs before the scheduled appointment. Failure to do so will result in a \$50.00 no-show fee (cash only). Weekends and holidays are not considered business days. INIT: _____
4. Students must do their first two behind the wheel before lesson nine classroom sessions; failure to do that will automatically be dropped from the course.
5. All driving skills will be scored: 4-Failed, 3-fair, 2-satisfactory, 1-excelent. Students receiving a skills grade of 3 or a 4 will need to practice those skills with their parents/guardian. The instructor will evaluate these skills again during the next drive.
6. Extra driving sessions will be provided for students that need extra instruction. The charge for an extra driving session will be \$50.00 per session.
7. The School will not refund any tuition money or any part thereof when actual services have been rendered.

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I agree to abide by the above conditions and guidelines. I realize that violations of these are grounds for dismissal.

Adult Lessons:

Adult students must carry a valid learner's permit or license during every lesson. To reschedule or cancel lessons, students must contact the main office by phone (206) 878-0198 or by email to A.plusdvs@gmail.com at least 1 business day (24 hours) before the scheduled lesson. Weekends and holidays are not considered business days. If a student cancels a lesson on scheduled day or fails to show up for a lesson, he/she will be charged as if he/she were present at the lesson. Refunds will be granted only if requested at least 1 business day (24 hours) prior to the scheduled lesson. All refunds will be subject to a \$35 handling fee. There will be no refund on unused lessons.

Privacy:

Under no circumstances will A Plus Global Driving School share client's personal information unless required by law.

Parent's/Guardian's Signature. _____

Print Name _____

Student's Signature. _____

Print Name _____

Student DOB _____ Student home address _____

Student phone # _____

Student email address (optional) _____

Date _____