

# STUDENT EXPECTATIONS, POLICIES & PROCEDURES

## ADULT BRUSH-UP PROGRAM



### **Enrollment Criteria and Course Length**

- You must be at least 18 years old before you can attend classes.
- You must obtain a Washington State Instructional Permit before scheduling a drive with an instructor.
- Course length must not exceed nine months. If it is necessary to extend the program beyond 9 months, Driving 101 can extend up to three additional months (1 month per remaining drive), totaling one year from the original start date and all remaining drives will need to be repurchased at a rate of \$90.00 per drive.

### **Scheduling Drives**

- You will be responsible for scheduling your own drive, call the office at 360-892-6988 Monday - Friday, between the hours of 10 am – 5 pm.
- Driving 101 is currently scheduling one drive every two weeks until all drives are complete.

### **Drive Cancellations**

- If, for any reason, you must cancel a drive, call the office at 360-892-6988 by 12:00 p.m. the business day before your scheduled drive. If we do not answer, leave a message; the voicemail will tell us the time and date of your call. Any drive not canceled on time will result in a lost drive from the program. You can purchase the drive back at the cost of \$90.00.
- If you feel ill, please reschedule by 12:00 p.m. the business day before to avoid a late cancellation fee.
- If canceling late, a Doctor's note will be required to avoid any fees.
- If Driving 101 must cancel drives due to weather (ice, snow, etc.), the office staff will try their best to contact you. We will put that information on our voicemail. Call the office if you are concerned that your drive will be canceled.

### **Program Cost & Fee Policies**

- Drivers' Education Program Cost: \$420 (Less pre-registration credits or special one-time enrollment offers, if applicable)
- Payment may be made by cash or debit/credit card.
- Payment program forms and class contracts must be signed and returned to Driving 101 by the first day of class.
- All fees must be paid in full before you can schedule any drives.
- You may purchase additional drives for \$90 an hour.
- Any drive not canceled on time will result in a lost drive from the program.
- If you mark upon, scratch, or otherwise damage Driving 101 furnishings, testing materials/devices(i.e., tablets, exam sheets, etc.), or vehicles, you will be charged to repair or replace them.
- In the event of a car accident deemed the driver's fault, the driver will be required to pay the \$1,000 auto insurance deductible.
- Cheating is cause for immediate dismissal from the program. No refund will be given.
- Disruption of the class WILL NOT be tolerated. The disruptive student(s) will be asked to leave, no grade will be given for that session, and the session must be made up. Any student instructed to leave the class/BTW environment will have to make up all required components at a later scheduled time and could incur additional fees and will not be receiving any refunds. The information you learn in driver's ed. may one day save your life.
- We have Zero-Tolerance for any discrimination or bullying due to sex, race, religion, etc.

### **Return Policy**

- If you decide to drop the course, refunds will only be given prior to the first day of class.
- If, for any reason your driving privileges have been suspended, you will be unable to complete this course and no refund will be given.

### **Privacy & Data Consent**

- The Contractor safeguards personal information as an organizational asset and requires all personnel to handle it in accordance with its privacy practices. By signing, the Student and/or Parent or Legal Guardian consents to the collection and use of personal information for program and marketing purposes; information is not sold or shared except as required by law.

**We have a Zero-Tolerance Drug and Alcohol Policy. If found to be exhibiting indicators or signs of impairment, for example, but not limited to slurred/rambling speech, swaying/clumsy/involuntary movements, teeth clenching, extreme agitation, red/dilated pupils, or attention problems; you will be asked to reschedule your class or drive at your expense.**

- I certify that I will not come to classes or drives under the influence of any prescription/street drug or alcohol.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student email: \_\_\_\_\_ Parent email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_