



# Student Registration

Student First Name	Middle Initial	Last Name	Gender	Birth Date
Address		City	State	Zip Code
Parent/Guardian Name		Phone Number	Parent/Guardian Email	
Student Phone Number		High School Attending		

### WA State Requirements

- The student must be 15 years of age by the first class.
- Students will attend 30 hours of classroom instruction and 6 hours of behind-the-wheel drive time to earn their Traffic Safety Certificate.
- Students may not enroll in a course when 3 class sessions have occurred.
- A student cannot miss more than 3 scheduled classes and must make up missed classes in accordance with Washington State class to drive integration requirements by attending another scheduled class.
- The State of Washington requires all Driver Education schools to provide clients with Washington State's Organ Donor program. The parent/guardian has the option to forego this portion of the program. If you would like to pre-view the program video prior to making your decision, please contact the program manager to arrange a screening.

### Attendance

1. Students have 180 days from the class start date to complete the enrolled course and earn their Traffic Safety Certificate.
2. 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)
3. Make-up classes will be made up when that same class is offered in the next session or in subsequent sessions only. Dates for the upcoming classes will be posted in the classroom.
4. Unexcused absences in excess of 3 will result in dismissal from the class. Students dismissed for 3 absences may re-enroll in a subsequent session for a \$75 reinstatement fee. Previous completed classes will not be credited to the next. If you know in advance that you will be missing any classes, you will be required to make prior arrangements for make-up without dismissal.

### Financial Responsibilities

1. Returned checks will be charged a \$25 NSF fee. If a student has paid with a NSF check, the amount of the check including the NSF fee will be paid in cash and within 2 classroom sessions or the student will be suspended until the tuition is corrected.
2. If a student needs to withdraw from the course for unexpected, the refund of their tuition will be prorated by the number of sessions attended (\$15 per session). If a student has paid in full via cash or check and withdraws prior to the first class session, a full refund will be given. If the tuition payment was made via credit/debit card, a \$20 fee will be deducted from the original amount paid and will take up to 15 days to refund the remaining balance.

### Classroom Activities

1. Students are expected to attend all class sessions. Before a course completion endorsement is issued, the student must complete a minimum of 30 hours classroom instruction/study and successfully complete a minimum of 6 hours of in-car instruction. At least 1 hour of observation of an instructor led BTW lesson with a recommendation of 6 hours total.
2. The passing grade for tests during the classroom phase of instruction is 80%. Any student receiving a grade below 80% may retake the test(s) as needed. After two unsuccessful attempts the student will be required to retake the classroom lesson for that specific lesson.
3. Cell phones and/or any other electronic device that distracts from the learning environment are not to be used during class.
4. Students must remain awake during class and are not permitted to do school homework and/or reading material other than that used by the instructor in the traffic safety course.

## Driving Phase

1. Each student must have their learner's permit before signing up for their first driving lesson and must obtain their permit by the second week of class.
2. Students must bring their valid permit to all in-car lessons. A student will not be permitted to drive without their permit, and reporting for a scheduled drive without it will result in a \$35 no-show charge.
3. A 24-hour advanced notice is required to cancel a scheduled drive. Failure to give a 24-hour notice will result in a \$35 no-show charge and must be paid prior to scheduling any other drives. If the student needs to cancel within the 24-hours of a drive and are able to substitute another student from the same class there will not be a no-show charge. The attending instructor may also help to find another student to substitute the cancelled drive.
4. If a student is more than 15 minutes late for their scheduled drive they will be charged the \$35 no-show fee and will need to reschedule the drive for another day/time.
5. Because the instructor cannot control complications in traffic while out with other student drivers, students waiting for their scheduled drive will be expected to remain at the pickup location for at least 15 minutes after the scheduled appointment time.
6. Students who arrive for a scheduled driving lesson in an intoxicated, drug induced condition will be dropped from the course without a tuition refund.
7. Students who arrive for a scheduled driving lesson in a sleep deprived condition will not be allowed to drive and will be charged the \$35 no-show fee.
8. Students are expected to wear appropriate footwear (strapped or tied to feet) for their BTW driving lesson.
9. All driving skills will be scored as 3- satisfactory, 2- needs improvement, 1- poor performance. Students receiving a 2 or 1 on the driving skills will need to practice them with their parents/guardians. These skills will be re-evaluated by the instructor during the next scheduled drive.
10. Students who are not able to demonstrate satisfactory driving skills by the end of the sixth scheduled drive may arrange for additional behind-the-wheel drives. Each additional 1 hour drive beyond the previously paid required drives will be charged \$25 per.
11. Parents will be given an outline of the driving skills that will be performed by the student during each driving lesson.
12. Once the student has completed two or more drives, a tuition refund will be on a prorated basis (see the financial responsibilities section of this agreement).
13. Smoking or vaping in or near the instruction vehicle is prohibited.

## Student Behavior

1. Common courtesies and proper classroom etiquette are expected of all students. The program manager will notify parents when such behavior is lacking.
2. If a student is removed from the class because of unacceptable behavior or cheating, the program manager will meet with the parent/guardian to review and discuss such behavior.
3. Students and their parent(s)/guardian(s) will be liable for any vandalism to the location where classes are held and/or to the instruction vehicle(s).
4. If a student comes to class in an intoxicated or drug-induced condition, that student will be dropped from the course and no tuition refund will be given.
5. Students shall not smoke or vape within 200 feet of the school location.

## Intermediate Driver License Regulations

New drivers cannot drive with passengers under the age of 20 for the first 6 months. For the following 6 months, IDL drivers may not carry more than 3 passengers under the age of 20. Exceptions are immediate family members. For the first 12 months, IDL drivers cannot drive between 1am and 5am unless accompanied with a licensed driver age 25 or older. I acknowledge receipt of The Washington Parent Guide to Teen Driving.

I have read and agree to abide by these student policies. I realize that violation to any of these terms is grounds for dismissal.

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian printed name

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date