

## Teen Rules and Regulations

Here at Clearview Driving School we promote safe low-risk driving habits and try to instill in each of our student's the social, physical, and mental skills that are required to perform the driving task. Also our goal is to make learning an enjoyable and easy experience for all of our students. In order to achieve these goals we also ask for the cooperation of the students and parents. Also the following rules should be adhered to at all times.

### Classroom

The course involves a total of fifteen days or evenings in the classroom, each class is 2 hours which would give you 30 complete hours of in classroom instruction. You must attend every class. If you miss more than 3 sessions, you will need to enroll in a new class and pay another tuition fee. No credits will be transferred from one class to another. Any classes missed will be made up either by extra class time on a regularly scheduled day or on a day we do not have class. In order to ensure that you receive your letter from the Secretary of State, all class work, projects, and tests must also be completed. You must pass the final test with a 70% in order pass the class.

You will complete your course in five weeks (four weeks- summer classes). Tuition **MUST** be paid in full by the end of the third week of class. As mentioned before, your completion form will not be sent to the Secretary of State, and grades will not be sent to your high school unless the course has been paid in full. A deposit is required to reserve your spot on the roster. If you are unable to make these payments, please contact our office so that suitable arrangements can be made.

### Behind-The-Wheel (BTW) Driving and Observation

The course also includes 6, one hour **or** 4, one and a half hour sessions of BTW driving and 6, one hour **or** 4, one and a half hour sessions of BTW observation (observing another driver ). These sessions will be scheduled at the convenience of everyone involved, and only after you have obtained your instruction permit from the Secretary of State. You will obtain the necessary paperwork after you have completed four classroom hours, as the Secretary of State requires. There will, however, be an additional charge of \$20 for any BTW Driving/Observing sessions missed without a 24 hour advance notification. You will be considered absent from your driving lesson if:

- a) you are more than ten (10) minutes late for your lesson.
- b) you show up for your lesson without having your instruction permit.
- c) you call even an hour before your lesson begins.

Also all scheduled driving will be canceled until the \$20 fee is paid. If for some reason you are not able to observe or prefer private instruction you will then have 8 hours of BTW driving. It is state mandated that you either drive 6 hours and observe 6 hours or must drive a total of 8 hours. The two additional hours is an extra cost of \$70. We as a school do not issue out a driving schedule to you or your parents. All students are responsible for writing down their own driving schedule and being at the designated location for their driving sessions.

To ensure that the students are receiving the best BTW training we ask that in between their sessions, you the parent also take your son/daughter out driving to build their experience.

Note: Your fifth hour driving, you will be on the toll way; so we ask you to bring \$1.10. Every student is responsible for bringing their own change.

### Instruction Permit Requirements

When going to the Motor Vehicle Administration for your permit, you will need three forms of personal identification.

- 1) Original Birth Certificate
- 2) Social Security Card
- 3) Another form of identification (school ID, checkbook, passport, or report card).

Upon completion of the complete course, you will receive a letter from the Secretary of State. This is the letter students will need to take with them when they go to apply for their driver's license. Again, completion forms will not be sent to the Secretary of State until all class work is completed, and the balance (if any owed) for the tuition has been paid in full

### Refunds

Deposits are non-refundable. If you quit the classroom after the first week and paid in full, 50% of your tuition will be refunded. If you choose to take the course at a later date, you are still required to complete the segments of the course that you have completed already.

### Don'ts

- No smoking, cell phones, headphones, or any type of electronic games.
- Do not arrive to class in an impaired state of mind or you will be sent home.
- No getting in any vehicle and leaving the area during break times.
- No driving to/from class without permit and an adult in your vehicle
- You may patronize any of the establishments here in the strip mall, but you are not allowed to cross the street.
- There will be no fighting or vandalism allowed. If caught you will be sent home.
- There is no writing on the tables or in the text books at any time, books are assigned and will be checked after each class. If writing is found, you will have to pay \$15 to order a new book. If writing is found on the tables, you will be asked to stay after class on the following day, to wash All tables.

NOTE: We are not responsible for any items lost or stolen. If you feel the examiner giving you your road test to get your license was unfair, you may request that your parent or guardian accompany you on your second road test.

Please sign below if you understand and are willing to abide by these rules and regulations.

\_\_\_\_\_  
Students Name

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date