



General School Policies

- Students must be 15 years of age by the first day of class.
- A student will not be allowed to enroll after the first three classes of the course have been completed.
- All students must have their learner's permit by the end of the first week to do their behind-wheel training.
- Students should come to class prepared and have all necessary material for learning-book/binder, pen/ pencil.
- Students should come with their learner's permit for the behind the wheel training all the time, failure to come with a learner's permit will be considered no show.
- East Hill Driving reserves the right to dismiss any student for inappropriate or disruptive behavior without refund of course fee. Graffiti, sitting on chairs inappropriately or misuse of any of the school's material or scratching name in tables, chairs will result in suspension from class.
- Any student suspected to be under influence of drugs or alcohol will be dropped from the course, and there will be no refund.
- Students must be on time and in full attendance for all pre-scheduled in-class and behind-the-wheel training.
- Students are required to silence all electronic devices during all pre-scheduled training sessions. Repeated failure to do so may subject the student to dismissal from the training session.
- To receive a certificate student must complete 30 hours of class, six hours of drive, one hour of behind the wheel observation, and pass the tests with minimum grade of 80%. Student will have a second opportunity to retake the test in case s/he did not pass the first time.
- There will be a parent night meeting. We encourage parents to come this night or arrange an appointment with the school.
- Classroom and behind the wheel instructions course must not be scheduled for not less than thirty days and the maximum time to complete the course is fifteen continuous weeks in length. If it takes longer than that, then student will have to retake the course and repay the full tuition to restart the course.
- Students under age eighteen complete no more than two hours of classroom instruction during any single day, except for make-up classes which shall be no more than two additional hours of class not to exceed three total make-up classes during the traffic safety education course, and no more than one hour of behind the wheel instruction during any single day.

Parent/Guardian Initial _____

To get an **intermediate driver license**, you must:

- be at least 16 years old.
- show to Department of Licensing (DOL) proof that you have passed an approved driver-training course with at least 30 hours of classroom and six hours of behind-the-wheel instruction.
- get the consent of a parent or guardian.
- pass the medical and vision screenings, the knowledge test, and the driving test.
- have had an instruction permit for at least six months.
- show Department of License that a parent or guardian certifies you have had at least 50 hours of driving experience, including 10 hours at night, which you gained while a licensed driver with at least five years of licensed driving experience supervised you.
- not have been issued a traffic ticket and must not have any traffic tickets pending when you apply for your license.
- not have been convicted of and must not have been found to have committed a traffic violation within the last six months before the day you apply for your license.
- not have been convicted of and must not have been found to have committed an offense involving the use of alcohol or drugs while you had an instruction permit.

An intermediate license comes with these driving restrictions:

- You cannot drive between 1 a.m. and 5 a.m. unless you are with a parent, a guardian, or a licensed driver who is at least 25 years old.
- For the first six months, no passenger under the age of 20 may be with you while you drive unless that person is a member of your immediate family.
- For the remaining time, no more than three passengers under the age of 20 may be with you while you drive unless they are members of your immediate family.

There are tough penalties in the first year:

- 1st violation – the passenger and nighttime restrictions are extended until age 18 and a warning letter is sent to you and your parent or guardian if you receive a ticket for violating the restrictions or any other traffic law or you are involved in an accident where:
 - you receive a ticket
 - you are determined to have caused the accident
 - no one involved in the accident receives a ticket
 - no one was found to cause the accident
 - only your car was involved in the accident
- 2nd violation – you are suspended for six months (or until age 18 if that comes first)
- 3rd violation – you are suspended until age 18

Parent/Guardian Initial _____

Course Fee and Refund Policy

The cost of the course is \$600. Students must pay \$300 deposit prior to class and the remaining balance must be received in full by the end of the 1st week of class. A \$25 fee is charged for returned checks.

A student who withdraws prior to the first day of class will receive a full refund, minus a \$50 administrative fee. Once a student has attended class, tuition refunds will not be provided.

Attendance

Attendance is mandatory for the entire 30 hours. **A student cannot miss more than three classes, or he/she will be dropped from the course without a refund.** The missed lessons must be made up during the following scheduled course session—student must attend the same lesson missed. All missed lessons or BTW must be completed within three months.

Excessive tardiness may be considered an absence and may result in course failure.

Behind the Wheel Instruction (BTW)

East Hill Driving School instructs the student in a minimum of six hours of BTW lessons and one hour of observation time.

Parents are responsible for 50 hours of BTW practice with their child before s/he can get their license. The student needs to continually put into practice what is being taught in-class and BTW. This is a team effort between the student, parent and the driving school.

Students sign up weekly for drive times for the following week. BTW drives are scheduled for two students for 2-hour lessons (an hour driving and an hour observation). In some instances, more driving time may be required in order for the student to attain an acceptable level of driving performance.

Please plan and have in mind any potential conflicts when signing up for drive times.

If the student is unable to make it to his/ her scheduled drive, East Hill Driving School must be notified **at least 24 hours in advance (not including Saturday and Sundays)**. **Failure to do so will result in a \$30 no-show fee.** Students must bring their driver instruction permit for every drive, failure to come with a learner's permit will be considered no show

Parent Name: _____ Initial: _____ Date: _____

Student Name: _____ Initial: _____ Date: _____