



**With Every Right Comes a
Responsibility
The Student and the Driving School**

1. Each student has the right to a certified competent instructor, knowledgeable about the curriculum and traffic safety issues. With that right each student has the responsibility to arrive prepared and on time for every class without such distractions as talking or text messaging on cell phones, being disrespectful to the instructor, or talking with other students in class.
2. Each Student has the right to be taught the entire 30 hours of classroom instruction in an informative, interesting and challenging manner. With that right each student has the responsibility to be attentive and actively participate in every class.
3. Each student has the right to experience the full 6 hours of behind-the-wheel driving instruction required in the curriculum. With that right each student will listen to the instructor and not drive in a negligent or dangerous manner.
4. Each student has the right to be treated in a courteous, civil and respectful manner. With that right students have the responsibility to be polite and respectful to their instructors at all times, and be willing to accept positive criticism to help them achieve driving success.
5. Each student has the right to attend class in a clean, safe, secure, temperature-controlled and fully equipped classroom that meets the local fire and building codes and MVA requirements. With that right each student has the responsibility to respect the property of the driving school by not defacing or destroying equipment or vehicles.
6. Each student and parent/driver coach has the right to visit the driving school, see the instructor's license and certification, and the right to observe any class session including in-car sessions, in which their child included. With that right each parent/driver coach has the responsibility to refrain from interfering with the instruction, classroom or driving, while in the class is in session.
7. Each parent/driver coach and student has the right to have the driver education program, including both the 30 hours of classroom instruction and the 6 hours of required driving time, completed within 18 weeks of the first day of class. With that right each parent/driver coach has the responsibility to take an active role in his/her student driver education by monitoring all progress, communicating with the driving school and/or instructor, and practicing with the student driver if he/she has a learner's permit.
8. Each parent/driver coach and student has the right to place a complaint with the Motor Vehicle Administration regarding problems associated with the driving school or the instructor (the number to call is 410-424-3751) With that right each parent/driver coach and student has the responsibility to attempt to promptly pay the driving school for the driver education class and to attempt to alert the owner or manager of the driving school about any problems or complaints before contacting an outside agency.

I understand the rights and responsibilities of Driving Schools, Students and Parent/Driver Coach

Student: _____ Date: _____

Parent/Driver Coach: _____ Date: _____

School Official: _____ Title: _____ Date: _____

A copy of this form should be given to the student/parent/driver coach when signed.

***** A \$50 No-Show Fee will be charged for missed driving appointments unless we are notified at least 2 --hours in advance of the prior scheduled appointment. *****



SAFE BY CHOICE DRIVING ACADEMY REFUND POLICY

Students that withdraw from the driver education program prior to completion are entitled to a prorated refund according to the following schedule:

Withdrawal prior to start:

100% of fees paid

Withdrawal after start:

15% of fees paid divided by 30 hours for each hour of classrooms not completed;
85% for fees paid divided by 6 hours for each hour of behind the wheel instruction not completed.

Refunds will be forwarded to the address of record within 15 days of the date that written notification of withdrawal is made.

In addition to the monetary refund, students will receive documentation of any training that was completed on the appropriate Motor Vehicle Administration provided forms.

This is only an example of a refund policy. The most important point to remember is that the policy must be compliant with the regulations, stated in detail, and presented to the student/adult guardian at the time of enrollment. A signed copy of the policy must be included as part of the student file with another copy presented to the student/adult guardian. Finally, the policy must be prominently displayed in the school's business office.

If you have any questions regarding this issue, please do not hesitate to call us 240-318-5301 or forward your questions by email to info@safelybychoiceda.com

Signature _____

Date: _____