

# Interface Driving Academy course policies and procedures

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Student Name \_\_\_\_\_ Contact Parent Name \_\_\_\_\_

- Student must be 15 years old on the first day of class and may not start class after the 3<sup>rd</sup> day
- Students must have their permit by the end of the 2<sup>nd</sup> week of class
- Minimum course length is 5 weeks and all course requirements must be completed within 60 days of the last day of class.
- The State DOL rules state that a student can miss up to 3 classes and they must make up all missed classes
- Course fees
  - \$470 for the course and 1 attempt at the Knowledge and Skills test required to get the Driver's license
  - \$300 to retake the course
  - \$60 Missed BTW Drive/Late Cancel fee (Less than 24 hours prior to the start time)
  - \$60 fee to retake an BTW Drive (See below for details)
  - \$60 1 hour practice drive
  - \$60 for a 2<sup>nd</sup> retake of the class final (See below for details)
  - \$60 returned check fee
  - \$10 per month finance fee on any unpaid balance after the last day of class

## Course structure and requirements

- 30 hours of classroom instruction
  - Minimum score of 80% on all examinations
    - 1 retake of the course final is included in the course fee. Students will retake the final exam with another class and are encouraged to attend any review sessions prior retaking the final exam.
    - Additional retakes of the course final are \$60,
      - If student has a current IEP with their school this fee is waived and the student has the option of having the test read to them
- 5 hours of Behind the Wheel (BTW) Instruction
  - Each BTW has Critical Elements that students must master to successfully compete the drive. ***These Critical Elements relate directly to their ability to drive in a safe and predictable manner.*** The fee for a repeat drive is \$60.
    - At parent night you will be given a copy of the evaluation sheet for each drive that identifies the Critical Elements
- 4 hours of simulation training
- 1 observation drive

## Behind the Wheel Drives

BTW drives are booked online from our website with all drives beginning and ending at one of school locations. Student must have their permit with them to complete their BTW Drive. (no permit = a missed drive)

- Drive 1 Completed in weeks 1-3
- Drive 2 Completed in weeks 2 – 4
- Drive 3 Completed in weeks 3 – 5
- Drive 4 Completed in weeks 4 – 5
- Drive 5 must be completed after the last day of Class
  - Students are unable to book their 5<sup>th</sup> drive if they have a balance remaining on their account

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The observation drive will be schedule at their classroom and should be completed before the last day of class

There must be a minimum of 5 days between BTW Drives, this gives parents the opportunity to schedule some practice times between drives.

## Refunds

- There are no refunds given after the 1<sup>st</sup> day of class and any unpaid balance is due at that time.
- All refunds are subject to a \$50 administration fee.

## Payment Plan

- \$50 is due at the time you enroll for class, your seat is not secure until this payment is made
- \$100 is due on the 1<sup>st</sup> night of class
- The balance remaining on the account is due by the last day of class, any student with a balance beyond this point will be charged a \$10 late fee for each month with the first late fee charged the day after class ends.

I agree to pay all course fees and any and all cost associated with collecting any unpaid balance.

Photographic permission: I give permission for Interface Driving Academy to use, without limitation, obligation or compensation, photographs and video or sound recordings made during class or on BTW Drives which may include my son's or daughter's image or voice in training and promotional materials.

***We attest that our daughter or son is at least 15 years old on the first day of class; we understand and accept that if he or she is not 15 or older on the first day of class they will be dropped from the course with no refund of fees paid and agree to pay any remaining balance in full.*** \_\_\_\_\_ (Initial)

We received a copy of Washington's Intermediate Licensing Requirements, Restrictions & Penalties. \_\_\_\_\_ (Initial)

We will give our New Driver at least 2 hours of driving practice per week for the duration of the course. \_\_\_\_\_ (Initial)

We understand and accept that IDA will not certify with the Department of Licensing our student has completed the course until all course requirements are met and all tuition and fees paid.

***I agree that driving is an activity that requires my full focus and attention and I commit to giving my full attention and focus to my driver education classes and BTW Drives. I agree to accept full responsibility for my conduct during class and BTW Drives. I understand that I may be dropped from the course if my conduct is disruptive in class or unsafe during BTW Drives. I will receive 1 written warning and my parents will be notified of this warning. Any issues after my warning will result in my dismissal from the course with no refund of course fees and we agree to pay any and all remaining balances.***

\_\_\_\_\_ Parent Initials

\_\_\_\_\_ Student Initials

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_