



# Policies and Procedures

License #128 Orchards, #472 Battle Ground

*Thank you for choosing Driving 101. Our Washington State Department of Licensing Certified Instructors are dedicated to making your learning experience informative and fun!*

## Enrollment Criteria

You must be at least 15 years old and want to learn how to drive.

## Return Policy

- If you drop the course by the end of the first class you will receive a full refund.
- If you receive any Minor in Possession (MIP) charges during this program, consequences include a suspended permit.
- If you have a suspended permit you will be unable to complete this course and no refund will be given. Once charges have been dropped, the offense will be treated the same as a failed program.
- If you miss more than 3 classes Washington State Law says you must retake the course. If you have to retake the course there will be no charges given to retake the classroom portion, fee waived one time.

## Drivers Education Program

Cost: \$395.00 (Less pre-registration credits or special onetime enrollment offers, if applicable)

- 30 hours of classroom instruction
- 6 hours of behind-the-wheel individualized, in-the-car instruction (over 100 miles)
- One hour observation of another driver (required by law)
- One week before doing the DOL test you receive one bonus drive

Driving 101 follows WAC 308-108-150. If you have any questions about these regulations or would like to request a copy, feel free to contact the office.

## Course Length

- MWF program 5 weeks or T TH program 7.5 weeks, or Express M-F 30 days.
- Payment may be made by personal check, cash, debit, Visa, MasterCard, or payments available upon request. All fees must be paid in full before a Certificate of Completion will be issued.

The student is required to obtain a Washington State Learners Permit before they can schedule a drive with an instructor.

## Certificate of completion criteria

The student must successfully complete the classroom and driving portions of the curriculum before they will be issued a Certificate of Completion. Classroom tests must be passed with a score of 70% and the final exams must be passed with a minimum grade of 80%. Disruption of the class will not be tolerated. The disrupting student will be asked to leave, no grade will be given and the class will have to be made up. Cheating is cause for immediate dismissal from the program. We have a "0" Tolerance Drug Policy/ No Smoking. Missed classes may be made up at the convenience of the student and his or her instructor up to 3.

## Videos

We will be presenting videos that pertain to driver's education; among these are Donate Life, a factual video about organ donation and an extremely graphic drinking and driving video, Red Asphalt. Driving 101 may use pictures for our class and/or students on our website and advertising. If you do not want us to use your child's picture in our promotions please initial here. \_\_\_\_\_

### **If you miss a class, you can get a makeup date by:**

- Calling into the office 360-892-6988
- E-mail drvn101@gmail.com
- Wait until the next time you are in class and ask for a make-up date. If you do not schedule your make up dates in advance, there will be fewer dates available to you.

I am aware of the WA Intermediate License Requirements, Restrictions, and Penalties.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Class Start Date

\_\_\_\_\_  
Last Name                      First Name                      MI                      Date of birth                      (\_\_\_\_) \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address    City    State    Zip

\_\_\_\_\_  
Student's Signature                      Parent or Guardian's Signature                      Date

Instructors will conduct themselves at the highest moral and ethical standards. Feel free to contact Nicole Bisconer directly if you have any problems or complaints. A complaint about an instructor must be in writing.