



Student Requirements and Refund Policy

Student/Parent/Legal Guardian,

I agree that my son/daughter will attend **all** classes and drive at all scheduled drive times. Students must satisfactorily complete 30 hours of classroom instruction in 15 scheduled classroom sessions, 10 hours of behind the wheel instruction and complete a minimum of 6 hours of in-car observation hours. If a student misses a classroom session, the student shall be assigned a 500-word essay for each hour missed. The maximum number of hours a student can miss is 4 hours for “Good Cause”. An absence form must be signed by a parent stating the reason for missing the class and must be turned into the instructor at the next class. This document is in Google Classroom Resources. The essay must be submitted at a date assigned by the instructor.

All students must pass an eye chart examination with 20/40 vision in both eyes on the first day of class.

All students must submit a copy of their birth certificate on or before the first day of class.

Any student swearing, smoking, lying to an instructor, and/or impaired by any means which to include smelling of alcohol or drugs or any disruptive behavior is grounds for immediate dismissal and will not receive any refund.

In order to receive a certificate of completion of driver’s education, the student must successfully have completed 10 hours of behind-the-wheel driving and 6 hours of observation.

Tuition: Tuition is \$880.00 per student per program. A deposit of \$440.00 is required to reserve an available seat. If a deposit is not made the seat is not guaranteed. Tuition must be paid in full at the time of the first class.

Parent/Legal Guardian Involvement: At Road Rookie Driving Academy LLC, we value our partnership with you. The State of New Hampshire Division of Motor Vehicles requires that your son or daughter complete 40 hours of driving with a person over 25 years of age with a valid driver’s license before your son/daughter receives their driver’s license. We ask that you comply with this law. Teens 15 1/2 years or older practicing to drive are not allowed to

drive out of the State of New Hampshire until they have obtained a valid New Hampshire Driver's License from DMV.

*****All Students must be at least 15 years 9 months on the first day of class.***

Refund Policy:

All deposits are non-refundable and non-transferable. A student may switch classroom sessions and apply that deposit to the new class, but funds will not be applied to any other student or sibling. No reimbursement of tuition will be given upon completion of the 2nd class. For students withdrawing from our program prior to the completion of the 2nd class, refunds will be prorated at a rate of \$125 per hour for each classroom hour and drive hour completed.

Passing Requirements:

Quiz grades must be a minimum of 80%.

The Final test must have a minimum grade of 80%. **IF A STUDENT FAILS THE FINAL EXAM, HE/SHE CAN RETAKE IT AGAIN IN 10 DAYS. A fee of \$75.00 will be assessed for each time they retake the final exam.**

Other Requirements/Policies:

- If your teen has an IEP or 504, please let us know if we can be of any assistance. We are not trained in special education, but we can offer redemption work if the student starts to fail the course to bring their grade up. We cannot allow more time for tests and quizzes. Please provide a copy of the IEP or 504 by the 2nd class if the student would like redemption work.
- The "Drive Right" book issued to the student must be returned prior to receiving their certificate of completion. If the book is lost or stolen, you must pay \$100.00 to replace the book.
- Prior to receiving a certificate of completion, tuition must be paid in full.
- If a student misses his/her scheduled drive time or cancels a drive less than 12 hours prior, a \$100.00 fee will be issued, and no other drive times will be given until the fee is paid.

- Any checks returned or credit card charge-back will be result in an added fee of \$75.00.

Certificate of Completion (Green Card) – Information needed for the Certificate of Completion required by the NH DMV will be verified prior to issuance. All information must be reviewed and signed off on by a parent/guardian at least two weeks prior to the end of the session. Should changes need to be made after issuance, or the card is lost, altered, damaged, etc., a replacement card must be issued and there will be a \$40.00 processing fee imposed.

Student Responsibilities:

1. The driving privileges (not license) for the person enrolling in this driver education program are NOT currently under suspension or revocation.
2. There are no pending action(s) against the person enrolling in this driver education program which would cause the driving privileges to be suspended or revoked in the future.
3. Should the driving privileges of the person enrolled in this driver education program become suspended or revoked during enrollment for any reason, I will report it to the driving school administrator immediately.

The state of New Hampshire requires all driving schools to have the contract signed by the parent/legal guardian and a hard copy on file at our office by the first class.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____