

Virginia Driving School, Inc.

WWW.VADRIVINGSCHOOL.COM



Corporate Office

8807 Sudley Road Suite 214, Manassas, VA 20110 703-367-0911

Springfield Office

7011 Calamo St. Suite 209, Springfield, VA 22150 703-367-0970

Behind-The-Wheel Agreement:

Please print all the required information:

This agreement is entered into this _____ day of _____, 20____ between Virginia Driving School, Inc. and

Full Name: _____
Last First Middle

Birth Date: ___/___/_____ Male___ Female___ Student Email: _____

Permit/License Number: ____-____-_____ Issue Date: ___/___/____ Exp. Date: ___/___/____

Address: _____ City/State/Zip: _____

Home Phone Number: (____)____-____ Cell Phone: (____)____-____

Parent Email: _____ High School Name: _____

Parent / Guardian Address: _____

Emergency Contact Person: _____ Phone Number: (____)____-____

Are you taking any medications: Yes____ No____ (if yes, please describe) _____

List any other medical conditions or learning disabilities: _____

The following conditions must be understood before enrolling.

1. Course consists of minimum of 14 periods of Behind-The-Wheel instruction for students less than 19 years of age. (7 periods of observation and 7 periods of actual driving) at cost of \$265.00 for most of Prince William; \$280 for log Mill Road and Fauquier County; \$295 Stafford, \$285 Fairfax County; \$295 Culpeper. (Each period is fifty minutes long).
2. **Additional Behind-The-Wheel** lessons are available at \$55.00 per lesson. (Lessons are sixty minutes long).
3. Free pick-up is provided only in Prince William, Fauquier, Stafford, Culpeper Counties and Fairfax County area.
4. Students 18 years of age and under are required to complete a state approved driver's education program prior to receiving a driver's license. (Students 19 years of age and older may hold their learner's permit for 30 days in lieu of completing a driver training course).

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5. A refund of all fees paid will be made, upon request, if school is not capable of or willing to begin instruction within 30 calendar days from the date agreed to in the contract.
6. This contract is valid for 4 months from the first driving lesson.
7. **A minimum of 24 hours notice is required for cancellation of Behind-The-Wheel lessons. Failure to comply will result in a charge of \$30 and 1 week wait before lessons can be resumed. When canceling, the student or a parent must speak to an Office Representative during the business hours: 9am – 6pm M-F Sat 11am - 2 pm or cancellation via E-Mail (info@vadrivingschool.com) Sorry no Exceptions.**
8. Behind-The-Wheel Course can take up to four weeks to complete.
9. **Rush Behind-The-Wheel Course.** Consists of 7 driving lessons in 8-10 days. There is a **charge of \$50** for this service. Refund will be paid for the cancellation only prior to the beginning of this program. No Exceptions.
10. Student will be notified by phone call in the event the school cancels classes. Cancelled classes will be made up at the end of the course.
11. School does not guarantee that any student will pass the state license examination or that the student can secure a license or that student will be guaranteed employment upon completion of any course instructions.
12. To retest for a license, there will be **\$45 fee**. Lost or misplaced DTC-B will be re-issued for free. However, processing **fee of \$25** will be charged for record search.
Fee of \$45 will be charged for termination of contract along with cost of lessons taken.
13. **A Fee of \$45.00** will be charged for any insufficient fund or stop payment of check that is returned by a bank. Issuer of the check will be responsible for all legal expenses.
14. Sleeping or cell phone usage is not allowed during driving or observation.
15. Any student suspected of being under the influence of alcohol or drugs while attending class or road instruction will be immediately expelled from the program. A conference will be held with their parent/guardian as well as the local law enforcement officials being contacted. Also, **NO refund and DMV will be notified.**
16. **ATTITUDE** and **MATURITY** are an important part of this course. Any student who is found to be **DISRUPTIVE** or **DISRESPECTFUL** to instructor, other students or anyone associated with Virginia Driving School shall be dismissed by the instructor at the instructor's discretion. **NO refund** from the program will be given.

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17. It is the responsibility of the student or in the case of minor the parent/legal guardian to report to Department of Motor Vehicles any concerns regarding school facilities, instructor behavior or quality of instruction provided by the school.

Refund Policy is as follows:

For notice of withdrawal received prior to the first day of Drivers Education classes and Behind the Wheel Lessons for the scheduled session, a refund of one hundred percent of total tuition will be granted for both Drivers Education and Behind The Wheel students minus the **\$25.00 for processing** For notice of withdrawal received on the first day of classes/lessons and through Second day of classes/lessons that session, a refund of fifty percent of total tuition minus **\$25.00** for processing fee applicable to the courses for which registered will be granted for Drivers Education and Behind The Wheel students. For a reduction in load which occurs on the first day of classes and through the third scheduled day of that session, fifty percent of the difference of the tuition applicable to the original and revised course schedule will be refunded.

No refund of tuition will be granted for either Drivers Education or Behind the Wheel students beyond the third day of class after the first day of classes and or Lessons.

Students Covered

For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.

We have read this contract and agree to abide by all the conditions:

Student's Signature _____ Date ___/___/___

Parent or Legal Guardian Signature Date ___/___/___

VA Driving School Rep Signature Date ___/___/___

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It should be emphasized that successful completion of a driver education program does not and should not imply that your child is a safe, accomplished driver. During the course, student is instructed in the basic skills necessary for the safe operation of motor vehicle. However, as with any skills, it is only with repeated practice that the skill is developed and perfected. Your continued work with your son/daughter is essential to further development of sound driving skills. It is mandatory that you provide your child with a minimum of **forty five hours** of additional supervised behind-the-wheel driving conducted before program completion. **As a parent, you must make the ultimate decision to determine if your child is ready to handle the responsibility of operating a motor vehicle unsupervised.**

I hereby request that my son/daughter _____, be enrolled in a state-approved **Behind-The-Wheel** program. I understand that completion of this course does not signify that his/her driving skills are proficient enough to operate a motor vehicle without adult supervision.

_____ Date ___/___/_____
Parent or Legal Guardian Signature

DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have comments or concerns about this course, call toll free number: 1-877-885-5790.

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Attention Parents / Guardians / Students:

- ✓ Course takes about 18 to 21 days to complete. (About 3 lessons a week)
- ✓ We try to schedule lesson appointments 2 days in advance. Office contacts students with their scheduled appointments. Lessons are scheduled by the office NOT instructors.
- ✓ Cancellation of a lesson is required 24 hours in advance. \$30 charge is assessed if notice is not given as mentioned above.
- ✓ If the student has sports, after school activities, work etc, and you know the schedule of these activities; we would appreciate if you could let the office know in advance.
- ✓ We encourage parents to be involved in the student's progress. You are paying for this service, please be involved and make sure your child is getting the full benefit of this service. Please feel free to call the office or ask the instructor about your child's improvements during the course.
- ✓ If you have any comments or concerns, please give us a call to discuss the issue. Ph: 703-367-0911/540-341-8881 or email us at info@vadrivingschool.com.

For Office Use Only

Date: ___/___/_____ Amount Paid _____

Check # _____ Cash _____ Money Order# _____

VA Driving School Rep Signature