

Virginia Driving School, Inc.

703-367-0911, 540-341-8881

www.vadrivingschool.com



Corporate Office

8807 Sudley Road Suite 214, Manassas, VA 20110

Culpeper Office

9550 James Madison Hwy Suite C, Warrenton, VA 20186

Springfield Office

7011 Calamo St. Suite 209, Springfield, VA 22150

Driver's Education Classroom 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 need to be understood before enrolling.

1. Course consists of 36 periods of classroom instruction for students less than 19 years of age, at cost of \$215.00 (Each period is fifty minutes long).
2. Students will receive no more than (4) periods of instruction on Saturday, Sunday and holidays, and no more than (2) periods of classroom instruction on regular school days.
3. Student will be notified by phone in the event the school cancels classes. Cancelled classes will be made up at the end of the course.
4. On weekends class is held from 5:00 p.m. to 9:00 p.m. and 6:00 p.m. to 8:00 p.m. on regular school day.
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

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the contract.

6. This contract is valid for 4 months from the first classroom session. Meaning student must complete the 36 hours course if not completed student will be required to register and pay the fee of the course again.
7. 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 instruction.
8. A **Fee of \$45.00** will be charged for any insufficient fund or stop payment check that is returned by a bank. Issuer of the check will be responsible for legal expenses.
9. Lost or misplaced DTC-B will be re-issued for free. However, processing **fee of \$25** will be charged for record search.
10. Students are fully accountable for their conduct. Any damage done by a student to school property, building, or parking lot will result in the student being immediately dropped from the program with **NO refund** given. Any payment necessary for the damage will be the responsibility of the student or parent and/or guardian. Criminal activity will be reported to the local authorities, as well as the student's parent/guardian.
11. Sleeping, talking or cell phone use is not allowed during class lectures, videos, or in the automobiles during drive or observation time. Anyone found sleeping; talking or using cell phone during these times will be considered absent and will not be given credit for their attendance. All students hereby agree to keep areas in the building, classroom; parking lot and automobiles clean from all litter and debris.
12. Any student suspected of being under the influence of alcohol or drugs while attending class or road instruction will be immediately dismissed 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** from the program will be given.
13. **ATTITUDE** and **MATURITY** are an important part of this course. Any student who is found 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.
14. It is the responsibility of the student or in the case of minor the parent or legal guardian to report to Department of Motor Vehicles any concerns regarding school facilities, instructor behavior or quality of instructions by the school.

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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 third day of classes/lessons that session, a refund of fifty percent of total tuition 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 the conditions:

Student's Signature _____ Date ___/___/_____

Parent or Legal Guardian Signature Date ___/___/_____

VA Driving School Rep Signature Date ___/___/_____

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I hereby request that my son/daughter _____, be enrolled in a state-approved **Driver Education** classroom instruction program.

_____ 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.***

Attention Parents / Guardians / Students:

- ✓ 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