

**HANDS ON WHEELS DRIVING SCHOOL POLICY STATEMENT Please read carefully:**

Hands On Wheels Driver Education Program is approved by the Maryland Department of Motor Vehicle Administration (MVA). The MVA program requires the students to take a minimum of **30** hours of classroom instruction and **6** hours of behind the wheel instruction. The course familiarizes students with basic rules of the road and teaches Defensive driving strategies. The program is also designed to teach the physical and emotional aspects of driving and the legal and financial responsibilities of driving.

**The full course takes a minimum of two weeks and a maximum of 4 months.**

**The course consists of two phases: 1. Classroom phase. And 2. In car phase.**

**1. Classroom phase.**

Classroom instruction will be given in **10** three-hour sessions, during a minimum of two weeks. Any missed classrooms session must be made up to successfully complete the course.

**Grading:**

All students must score **80%** on the final exam to successfully complete the classroom phase of the course.

**2. In car phase**

Students will be scheduled for behind-the-wheel lesson after they have paid the full fee of **\$300** Dollars by the last day of the classroom session. All students must attend a minimum of two weeks of classroom instruction and obtain a learner's permit from MVA to drive behind the wheel.

**BEHIND THE WHEEL CANCELLATION:**

A student can cancel a behind the wheel driving appointment 24 hours before the appointment time. Any cancellation less than **24 hours** will result in a **\$50 cancellation FEE**.

**REFUND POLICY:**

Students that withdraw from Hands On Wheels driver education program prior to completion are entitled to a prorated refund according to the following schedule:

**WITHDRAWAL PRIOR TO START:**

100% of fees paid

**WITHDRAWAL AFTER START:**

20% fees paid divided by 30 hours for each classroom not completed.

80% fees paid for each hour behind the wheel instruction not completed.

If the fees of \$300 are paid in full at the time of withdrawal, refunds will equal:

Classroom instructional hours=30

Cost of classroom Instruction=**\$60.00**

Prorated Hourly=\$2.00/hour

Behind the wheel Instructional hours=6

Cost of behind the wheel Instructional=**\$240.00**

Prorated Hourly=\$36.7/hour. Refunds will be forwarded to the student's address on file within 15 days of the date that written notification of withdrawal is made. In addition to the monetary refund, Students will receive documentation of any training that was completed on the appropriate Motor Vehicle Administration provided forms.

**DROPPING THE COURSE: Students can drop the course, or switch to another class any time before the start date. A Pre-registration fee of \$50.00 and Non-Refundable \$35.00 fee will be charged for returned checks.**

**NOTE: Parent Mentor or Guardian is requested to participate on the first day of the Orientation**

The full tuition of \$300.00 must be paid within the two weeks of class and before scheduling behind the wheel lesson. A \$50 late FEE will be assessed after the two weeks of Classroom Session.

**Hands On Wheels Driver Education Program Enrollment form:**

\_\_\_\_\_  
First Middle Last

\_\_\_\_\_  
Address

\_\_\_\_\_  
Birth Date Sex

\_\_\_\_\_  
Phone # Second Phone #

Learner's Permit Number # \_\_\_\_\_

\_\_\_\_\_  
Please tell us how you heard about Hands On Wheels Driving School

**NOTE: Before You Sign-** Know that the **\$50.00 Registration and Handling fees is not refundable** once you sign AND PAY.

**Agreements:**

I agree to participate in the Hands On Wheels Driving School driver education program. I promise to respect myself, my instructors, my fellow students, the equipment and all the materials provided for my use at Hands On Wheels Driving School. I agree that my failure to abide by the rules and regulation of Hands On Wheels Driving School with reference to my participation in the driver educations program may result in my dismissal from the school and forfeiture of my tuition.

I understand that successful completion of a State Approved Driver Education course does not imply that I the Student is an accomplished driver. I also understand that no one can be considered a skilled driver until he/she has driven for a minimum of three to five years behind the wheel.

Email address \_\_\_\_\_ Facebook address \_\_\_\_\_

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

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_