

RULES AND REGULATIONS

- During the course and/or after the completion of the course student must show proof of age by showing birth certificate, state issued ID or state issued learners permit
- According to MVA guidelines, students who miss more than 4 (four) classes will be required to restart the entire course again.
- There will be a \$50.00 fine for all bounced checks. If a student pays by personal check, driving schedule will be made once the check clears.
- Driving schedules can only be made if the student has paid in full and he/ she has completed and passed 30 hours of classroom. All behind the wheel lessons will be made by management. It is the responsibility of the student to inquire about the first available date for his/her behind the wheel sessions. If the student is a minor, it is the responsibility of the parent to inquire about the first available date for his/her behind the wheel sessions. Driver's education course should be completed within 18 weeks from the first day of class. If the student does not complete the course, no refunds shall be made. The school does not have to provide any services to the student once 18 weeks have past (The management will make the decision if services will be provided after 18 weeks). This is possible if there is a written agreement between the student and management at the time of registration.
- Schedules for makeup classes will be made by management. If classes are cancelled for any reason, management will decide the day and timings to make it up.
- If the student does not show up for behind the wheel lessons, there will be a fine of \$50.00. If for any reason the student wishes to cancel his/her lesson, a notification should be given at least 24 hrs before the driving lesson. If the student cancels his/her lesson on the day of the lesson, it will be considered NO SHOW. To continue with your driving lessons a fine of \$50.00/occurrence will have to be paid otherwise; all future driving lessons will be cancelled. A new driving schedule will be made upon the payment of fine. Fines can only be waived by management in the case of an emergency. The student must submit documentation for the emergency.
- Decisions regarding refunds shall be at the management's sole discretion. If the management decides to issue a refund it will be at a prorated amount according to MVA's refund policy.
- Minimum attire (shorts, shirts and shoes)
- Students shall conduct themselves in an orderly and courteous manner at all times. Rudeness, rowdiness, vulgarity, profanity, racial, ethnic, or religious slurs and other disorderly by a student or any individual accompanying the student. Any misbehavior with any instructor or any member of management will be subject to expulsion. In such a case no refunds shall be made. This rule applies to students, parents, guardians or acquaintance that accompanies the student.
- Any conduct by a student that unreasonably interferes with another students use and enjoyment of the school's training or disrupts or interferes with normal, safe, and efficient operations or equipment is strictly prohibited.
- Students shall not harm, mutilate, destroy, deface or otherwise damage the academic premises, books, furniture, office equipment, vehicles, or any other property. Students shall fully liable for any they cause to any of the academies property.
- Student agrees to follow the code of responsibilities mentioned in MVA {DE-019(05/03)}.
- Private lessons are \$40.00/hr. The rates may increase depending on how far a student lives. Payments must be made in advance to schedule BTW lessons.

STUDENTS, WHO VIOLATE ANY OF THE ABOVE MENTIONED RULES AND REGULATIONS, WILL BE SUBJECT TO EXPULSION, IF THE STUDENT WILL BE EXPELLED FROM THE SCHOOL. NO REFUNDS WILL BE ISSUED AND NO FURTHER SERVICES WILL BE PROVIDED.