



1. McGinnis School of Driving will provide a **PARENT GUIDE/STUDENT NOTEBOOK** to each student on the first day of class. This notebook contains valuable information regarding the classes, driving lessons and provisional licensing information and students will use it to take notes during class.
2. The **E-TEXTBOOK** used during class will be accessible in the student's on-line account from the first day of class through the final class day. Students will have nightly reading assignments.
3. Students must be available to attend the first day of class. If you cannot attend the first day of class, please select a session that fits better into your schedule.
4. MCGINNIS SCHOOL OF DRIVING has a zero absence policy. If you miss a classroom session, (other than the first day), you will be required to make up that same session in a future class. **CERTIFICATES OF COMPLETION** will not be issued until all classroom absences have been made up. More than 3 absences will require that a student re-register for a class session that fits better into their schedule.
5. On the last day of classroom instruction, MCGINNIS SCHOOL OF DRIVING will issue the **REFERRAL CARD** necessary for students to apply for their learner's permit. Students will need a certified copy of their birth certificate and their social security card when they apply for their Learner's Permit at NM Motor Vehicle Division.
6. Students over age 18 will have an additional testing requirement for **NONE FOR THE ROAD**. This test is **ONLY** available at the NM MVD and is required for any first time licensee age 18-24 regardless of any driver education courses attended.
7. **THE LEARNER'S PERMIT** will be issued by the NM Motor Vehicle Division. Students need to apply for their permit as soon as they are eligible. Students under age 18 will be required, by NM statute, to hold their Learner's Permit for a minimum of 6 months. The permit itself is valid for 4 years.
8. **NEW MEXICO REGULATIONS** require that students complete their first driving lesson with **MCGINNIS** within 30 days of date of issue of the learner's permit, and also to complete all of their driving requirements with MCGINNIS within one year of that same date.
9. If you are unable to make a scheduled driving appointment, please log into the on-line scheduling system at least 24 hours in advance to cancel. Failure to provide 24 hours notice will result in a \$35.00 no show/late cancellation fee.
10. Students under age 18 will spread their driving lessons out over the 6 months they are required to hold their Learner's Permit. Students will only be able to schedule 1 lesson at a time and driving lessons will be a minimum of 3 weeks apart. Students over age 18 will be able to schedule weekly.
11. \$65.00 OF ANY CLASS TUITION IS NON-REFUNDABLE. If a refund is necessary, we will prorate the number of hours completed and refund any unused time. No refunds will be given after 25 hours of classroom instruction has been completed. Any payment can be transferred to another session or student.