

## **Driver's Educations Policies and Procedures**

**Cell Phones** – Cell phones must be turned off in the classroom and during driving or observation hours.

**Cancellations** – A twenty four hour cancellation notice is required for all behind the wheel lessons. A fee of \$25 will be charged if lessons are not cancelled within 24 hours. To cancel lessons call 617-477-4257 and leave a message. If a student does not show up or does not have their permit, the lesson will be forfeited and a \$25.00 fee will be charged. No student will be issued a Certificate of Completion with an outstanding balance.

**Refund Policies** - You are entitled to a full refund on any of our services when a written request is received two weeks prior to a scheduled class or service. Parkway Auto School will issue a refund minus a \$25 administration fee within 30 days of your requests. There will be no refunds on any packages once instruction has begun. All services must be completed within two years of enrollment. After two years, money is not refundable and services will be forfeited.

### **Registry Fees are as Follows:**

- **Permit \$30**
- **License Fees \$85** - \$35 Appointment Fee; \$50 License Fee
- **Driver Ed Certificate \$15** - This check should be payable to MA RMV and given to Parkway. Students under 18 will not be able to schedule a road test until the certificate has been issued.

Parkway Auto School is not responsible for any lost, stolen or damaged property while in the classroom or vehicles of the school.

To obtain a license Junior Operators must accomplish the following:

- Complete the Driver Education Course
- Be issued a Driver Education Certificate
- Hold a permit for six months with a clean driving record
- Pass a road test conducted by a MA Registry official

By signing below I have read, understand, and agree to all of Parkway Auto School's Policies and Procedures