



Shield Driving School

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Shield Driving School Policies and Procedures

Fees

A \$60 fee will be charged if a student does not show up for a scheduled drive without at least 24 hours notice. All cancellations need to be done through www.scheduleagent.com. A \$60 fee is charged if the student does not bring a valid learner's permit for a drive, is wearing improper footwear or any other reason that would create a dangerous driving situation. A \$25 fee is charged for returned checks. A \$50 fee is charged if any student fails to complete the course within four (4) months (120 days) from the first day of class. An additional \$100 fee for a student not completed in five (5) months. Failure to complete after six (6) months requires the student to pay and retake the entire course at the current class price.

BTW Practice

It is Shield Driving School's practice to have two students in the instructional vehicle at all times. There are instances when this is not possible. By signing the student enrollment form, you give Shield Driving School permission to conduct BTW (Behind the Wheel) training in a one-on-one setting.

Refunds

A processing fee of \$25.00 is charged if student drops the course prior to the 2nd class. There are no refunds after the 2nd class.

Behavior

Students are fully accountable for their conduct and attendance. No food, drink (water ok) or gum is allowed in the car or classroom. Students can be dismissed from the course for misbehavior, excessive tardiness, excessive or unexcused absences, cheating (whether sharing or receiving answers), being under the influence of drugs, including alcohol, during any of the instructional phases, misuse or abuse of Traffic Safety Education equipment, repeated and willful violation of traffic laws, failure to complete assigned work and multiple failed tests without a refund.

Attendance

Classroom and BTW instruction will be completed in not less than 30 days and not more than six contiguous months. Enrollment will not be allowed after the third class has started. Students must be 15 years old by the first day of class. No more than three absences are permitted (state regulation). All absences and failed tests (scoring less than 80%) must be made up. Students can be dismissed without refund for excessive tardiness or unexcused absences. Completion of this traffic safety course does not guarantee students will pass the Department of Licensing exam.

Course Completion

By state law, driving schools cannot give a completion certificate in less than five weeks. It also mandates that all course requirements must be completed within 5 months or the entire course be retaken. There are no exceptions.

Certificate

Upon successful completion of all classes, tests, drives and activities required for our program and upon the payment of all tuition and fees, a Traffic Safety Education Certificate will be electronically submitted to the Department of Licensing. Paper copies are not issued. If your insurance requires proof of class completion, please contact us.

Organ Donor

Washington state requires our course to include information about the Organ Donor Program. This portion of the course is optional.

Drive Scheduling

Drive #1 should be scheduled between days 3 - 6.
Drive #2 should be scheduled between days 6 -11.