

Teachers Driving Academy, LLC  
P.O. Box 2205  
Attleboro, MA 02703  
774.203.3245  
info@teachersdrivingacademy.com

**WE AGREE TO THE FOLLOWING SCHOOL POLICIES (TERMS/CONDITIONS) OF TEACHERS DRIVING ACADEMY, LLC OF MASSACHUSETTS**

**ADMINISTRATIVE**

- A student shall not be considered registered for the course until the registration fee for the classroom portion has been received.
- All payment for classroom is due upon registration. No payment is required for driving lessons until the time that a student obtains a permit and wishes to schedule driving lessons.
- Parent class is required once every 5 (five years). This class is free and must be attended with both parent and student on the first day of class.
- Teachers Driving Academy, LLC reserves the right to cancel/change times for any classroom session due to reasons beyond our control. In addition, should after school activities be cancelled for any reason at the facility where the classroom session is being held, Teachers Driving Academy, LLC will not be holding class that day. For each cancelled class, we will add one additional class onto the end of the session in order to complete the required 30 hours of classroom instruction.
- A \$20.00 fee will be charged for any check that is returned by a bank.
- Students must pass the classroom portion with a score of 80% or above.
- Teachers Driving Academy, LLC reserve the right to cancel any classroom or in-car session due to circumstances outside their control (i.e. inclement weather, school closings, low session enrollment, etc).

**FEES:** Driving lessons are billed at the rate of \$55.00 per hour. There is no fee for observation hours. Students are required to complete 12 driving and 6 observation hours. The maximum allotted in one calendar day per MASS RMV rules is 2 (two) hours total. (either 2 hours driving or 1 hour drive/1 hour observe). Students are required to schedule their lessons online through the student portal and pay for lessons through the portal in advance of scheduling and/or driving. If a student/parent does not have credit/debit card access, they must contact the office to make arrangements to send payment in advance and we can manually input monetary credit for desired services.

**PAYMENT POLICY:** We request at a minimum, that students pay for 3 (three) driving lessons at a time. This would require 4 (four) payments of \$165 for the driving portion. Other options are available to be paid in advance, however, above is the minimum requirements. For those students registering electronically on our site after April 30, 2018, the driver's education certificate fee will be paid upon classroom registration. This fee will be passed along to the MASS RMV upon completion and issuance of the driver's education certificate. Those registered before April 30, 2018, will be required to pay the additional \$20.00 due for Driver's education certificate on behalf of the RMV.

**OPTIONAL ALTERNATIVE WEEKEND ROAD TEST:** The optional test is available to TDA driver's education students only and is chosen for a Saturday or a Sunday by the MASS RMV. The optional test fee is \$125

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to secure a spot on a weekend road test and this fee is non-refundable upon booking as it takes away spots from other teens.

**CLASSROOM & BEHIND THE WHEEL REFUND POLICY:** Classroom registration is non-refundable as it takes away spots from other students. However, we will gladly transfer the student to another class that is more convenient for their schedule. Behind the Wheel hours will be refunded for those hours paid and not driven.

**BEHAVIOR:** Per MASSRMV regulations, any student that demonstrates disruptive behavior or who interferes with the classroom environment or learning process will be dealt with in the following manner:

FIRST OFFENSE: Verbal warning to the student

SECOND OFFENSE: Consultation with the student and parent (if parent available)

THIRD OFFENSE: Student will be removed from the class and required to make-up the class at a later date.

**INCLEMENT WEATHER POLICY:** Teachers Driving Academy, LLC of Massachusetts will follow each Public School System's Policies regarding inclement weather as follows: School Closed/Early Dismissal: No Driver Education classes will be held. Afternoon Activities Cancelled: No Driver Education classes will be held. Late Arrival: Classes will be conducted as scheduled.

**RECORDS RETENTION POLICY:** All students must complete their 12 hours of behind the wheel lessons within two (2) years from the date he/she STARTED the classroom portion of Driver's Education. If the student does not complete their lessons within the time frame, he/she will be deactivated from our system without notification. All records shall be retained in accordance with MASS RMV rules and regulations.

**DOCUMENT REQUESTS:** Once a student completes their classroom and in-car sessions, our office will notify the MASS RMV by electronic submission that a student has successfully completed our driver education program. Once this electronic submission has been completed, the student is then eligible to take their road test. Per MASS RMV policies, completion certificates are no longer distributed to individual students. Those students who have not paid the RMV fee upon new electronic registration after May 3, 2018, will be asked for reimbursement fee paid to the MASS RMV upon their behalf. If a student wishes to transfer to another school for driving and requests a classroom completion letter, the fees will be as follows: (This fee also includes TDA working with the RMV to have you removed from our system for transfer to another school)

Student registered with promotional rate @ King Philip or Norwood: \$99.00. All other students registered for class at all other locations: \$25.00

**BEHIND THE WHEEL POLICIES:** Behind the Wheel Instruction (BTW): Teachers Driving Academy, LLC will provide Behind the Wheel lessons. Each student lesson will last two hours and all students will be required to complete a minimum of 12 (twelve) driving hours and 6 (six) hours of observation. Students

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must have their learner's permit in their possession during each driving lesson. If a student cannot produce their learner's permit at the beginning of their lesson, this will be considered a missed appointment and the resulting missed appointment fee shall apply before any future lessons are scheduled. Teachers Driving Academy, LLC reserves the right to cancel any BTW lessons for any reasons beyond their control.

**BTW Cancellation Policy – No Exceptions!** All scheduled Behind the Wheel lessons must be cancelled with at least 24 hours' notice. A student/parent must cancel their lesson through the student portal. Any cancellations which do not fall within these guidelines will result in a \$55.00 fee and there are NO EXCEPTIONS to this policy unless emergencies on a case by case basis. A student's Behind the Wheel lessons shall not resume until this fee has been paid in full.

#### **WITH EVERY RIGHT COMES A RESPONSIBILITY THE STUDENT AND DRIVING SCHOOL RESPONSIBILITIES**

1. Each student has the right to a certified competent instructor, knowledgeable about the curriculum and traffic safety issues. With that right each student has the responsibility to arrive prepared and on time for every class without such distractions as talking or text messaging on cell phones, being disrespectful to the instructor, or talking with other students in class.
2. Each student has the right to be taught the entire 30 hours of classroom instruction in an informative, interesting and challenging manner. With that right each student has the responsibility to be attentive and actively participate in every class.
3. Each student has the right to experience the full 12 hours of behind-the-wheel driving/ 6 hours of observation instruction as required in the curriculum. With that right each student will listen to the instructor and not drive in a negligent or dangerous manner.
4. Each student has the right to be treated in a courteous, civil and respectful manner. With that right students have the responsibility to be polite and respectful to their instructors at all times, and be willing to accept positive criticism to help them achieve driving success.
5. Each student has the right to attend class in a clean, safe, secure, temperature-controlled and fully equipped classroom that meets the local fire and building codes and MASS RMV requirements. With that right each student has the responsibility to respect the property of the driving school by not defacing or destroying equipment or vehicles.
6. Each parent/driver coach and student has the right to have the driver education program, including both the 30 hours of classroom instruction and the 12 hours of required driving time/6 hours of observation completed within 2 (two) years from start of any component to get MASS RMV certification of completion. With that right each parent/driver coach has the responsibility to take an active role in his/her student's driver education by monitoring all progress, communicating with the driving school and/or instructor, and practicing with the student driver if he/she has a learner's permit.