

Hands-On Driving School Ltd.
Parental/Student Agreement

Hands-On prides itself on being a School set apart from others in that we strive to provide expert instruction with extreme care and concern for those we instruct in drivers education. With this in mind, we must make it clear that Hands-On is not an assembly line for driving certificates and will not rush our training or be obligated to meet deadlines such as birthdays or any other secondary issue of personal convenience. These rules and guidelines are to be read by both parent and student then signed and dated at the assigned signatures.

Hands-On will conduct two parent meetings which will include information and supplements needed to complete your student's instruction.

1. Attendance:

- a. Classroom- The State of Illinois requires thirty completed hours of classroom attendance to receive credit for this phase. Students may miss up to four classroom sessions, but these must be made up after their last class session has completed. They can start to make up missed sessions after the third day of the next class. If a student misses five sessions, they must repeat the whole class phase over at no additional charge for the first repeated class.

Note: Class days and times might change due to holidays and scheduling issues.

- b. Behind the wheel lessons- The State requires 6 hours of driving and 6 hours of observation. Students will be picked up and dropped off at specified locations agreed by the Instructor and parents. Appointment time is valuable and we could assign it to another student. Therefore, we require **Parents** call 24 hours in advance if a student is unable to keep the appointment. If we have not received the appropriate notice, a \$30.00 cancellation fee can be charged.

1. Students who cannot keep an appointment on the day of their lesson **due to illness** should have their **Parents** call our office within reasonable notification to avoid a cancellation fee. **1 hour** or less will not be considered as an acceptable notice.

2. Students must have their instruction permit with them for all lessons. Any student that shows up for their driving lesson without their permit, under the influence of any substance that impairs their driving ability or inappropriately dressed, such as sandals or flip flops, forfeits their driving lesson. A \$30.00 cancellation fee can be charged.

Note: Due to variable traffic conditions, the student must wait for the teacher at the pickup location for fifteen minutes and then call the school office. A \$30.00 cancellation fee will be charged if the student leaves the pick-up point without first calling the school office. Justifiable emergencies will be considered as waivers and may arise with the Instructor as well having to cancel due to such circumstances.

3. The student must pay all cancellation fees before the next scheduled lesson.

4. Students are required to practice what was covered on their driving lessons using the behind the wheel supplement provided at the parent meeting or online.

Note: At certain times of the year we have larger enrollments than normal, particularly in the summer months. We will make every attempt to complete your students behind the wheel driving within two months after their first driving lesson. However, if there are cancellations or scheduling difficulties, we cannot guarantee your students instruction completed by a certain time. Parents can extend these lessons if needed for practice of the fifty hours for students under 18.

2. Tuition

- a. We require a \$100 deposit paid by the first day of class. Any payments made are refundable up to the third day of class with no questions asked. However, after the third day of class no deposit refunds shall be given as long as Hands-On is able to fulfill its instructional obligation. Any additional refunds separate from the deposit are for those hours not rendered with behind the wheel instruction. **All tuition must be paid in full by the last day of class (15th session) and before behind the wheel instruction begins.** Students making payments after the last week of Class are subject to pay a \$30 late fee charge. There will be a \$30 additional late fee charge for every 10 workdays thereafter total payment is not received. After 30 days of delinquent payments, the Students Permit will be subject to cancellation and not reinstated until total money owed is paid. Our teen program is a package deal needing to be paid in full before or at the time the student starts the behind the wheel lessons.
- b. Make your checks payable to: Hands-On Driving School, Ltd.
Note: We charge a fee of \$30.00 on any returned check.

3. Certification:

In order to receive certification of completion of drivers education, which would allow the student to take their drivers license test, they must meet certain qualifications of which are:

- a. Passing tests in both classroom and behind the wheel phases with a 70% or above grade average.
- b. All class sessions and behind the wheel lessons must be completed.
- c. Verification of high school grades must be supplied to Hands-On for our records.
- d. All payments and charges paid in full.

Note: At times, delays in processing occur within the Sec. of State, which are out of our control.

4. Rules of Conduct:

- a. Students must conduct themselves in a mature and responsible manner. Any conflicts with instructors which would be considered insubordinate or threatening are unacceptable.
- b. Harassment, intimidation, fighting or physical contact made to any students by a fellow classmate is strictly prohibited.
- c. Profanity or abusive languages will not be tolerated.
- d. Smoking is strictly prohibited in or outside the classroom from the time student is dropped off until their picked up as well as during their behind the wheel lessons.
- e. We expect that you will help keep the classroom and bathrooms clean. Do not leave litter left behind. Any vandalism or damage caused to Hands-On property or student or parents will replace materials by any student at cost value.
- f. **Cell phones are strictly prohibited in the classroom and behind the wheel lessons unless Parents and office personnel have agreed to allow them for special circumstances only!** Students need to follow these rules to show that they deserve the privilege to drive and can learn to respect the rules and laws that so many roadway users break, neglect or ignore.

Note: Hands-On reserves the right to remove any student from our program of both classroom and behind the wheel phases without refund of deposit or behind the wheel charges for any of the above offenses. Furthermore by signing this agreement both Parent/Guardian and Student bears full responsibility for their actions and absolves Hands-On or it's employees from any financial liability and/or compensation concerning such consequences of dismissal.

Parent/Guardian: _____ **Date:** _____

Student: _____ **SS# (optional)** _____ **Date:** _____