



## Adult Driver's Education Policies and Procedures

### **Classroom Instructions**

Grading/ Progress: Mastery is a prerequisite to awarding a grade of 70 or above. Evidence of mastery shall be determined by one or more of the following methods: unit tests, written assignments, skills performance checklist, and comprehensive examinations of knowledge and skills.

Attendance/ Absence: A student must attend the complete 6 clock-hour course including all phases of the approved school curriculum and final exam to receive a certificate of completion (ADE-1317). Failure to attend the first 10 minutes of the beginning of the course constitutes a complete absence, and the student will be required to attend the course at a different date/time. Refunds will not be provided for failure to attend class.

Certification of Completion: Students must complete a total of 6 hours worth of classroom instructions before any certificates of completion can be given.

Rules of Operation and Conduct: A student or prospective student may be dismissed or barred from the Academy for tardiness; drunkenness or obvious signs of drug use; rude, vulgar or disruptive behavior; smoking or using tobacco products; using a cell phone during class or in the car; or being otherwise inattentive (sleeping, texting, reading, etc.). Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

Adult Driver's Education Requirements: If a student is over the age 18, they do NOT have to take any sort of behind-the-wheel lessons with a driving school, or program in order to receive their permit or license. The only type of driving required for adults is when they take the DPS road test in order to be eligible to get their driver's license.

### **In-Car Instructions**

Grading/ Progress: Grading is based upon the students ability to maintain appropriate speeds, observation, following all the rules of the roads, acknowledgement and understanding of road signs, breaking, taking proper control of the vehicle, and overall learning how to be a safe, responsible driver. Students are graded on a scale of 1-5; 1 being the student is struggling overall and needs much more practice, and 5 being they have mastered their lessons.

Attendance/ Absence: All drives start and end at our office location. Any change in pick up or drop off is at the discretion of the Academy director. A full hour of absence is charged to the student when he/she does not attend the full 55 minutes of instruction during a 60-minute period. A \$30 No-Show Fee will be charged if a 24 hours prior notice of cancellation is not given, any future drives for that student will be canceled, and they will not be allowed to schedule any additional drives until that fee is paid in full. A \$30 No-Show Fee will be charged no matter the reason for canceling within 24 hours of their scheduled lesson; including illness or emergency situations. Students who show up more than 10 minutes late to their appointment will be charged the no-show fee.

Eligibility to Drive: Students must have their valid TX learner's permit with them in person in order to drive. If a student does not have their permit for their scheduled drive, they will be issued the "No-Show" Fee. Arriving without a valid TX learner's permit or driver's license, being impaired for any reason (lack of sleep, intoxication, medication, etc.), or wearing footwear which may impair the ability to safely operate the vehicle, (heels, heavy boots, platforms, flip flops), the lesson will be canceled and considered a no-show, therefore a no-show fee will be applied. Patriot Driving Academy will not be held accountable for the responsibility of a student to obtain their learner's permit, or driver's license. It is the student's responsibility to schedule and keep up with their drives.

Scheduling Drive Times: Patriot Driving Academy will not be held accountable for the responsibility of a student to obtain their learner's permit, or driver's license. It is the student's responsibility to schedule and keep up with their drives or notify the Academy of any issues; i.e. struggling to obtain a learner's permit. The fact that a student does

not obtain their learner's permit or driver's license will not be cause for any sort of extension. Drive times are also subjective to be changed, altered, or canceled at the discretion of the Academy.

Certification: There is no requirement for adults ages 18 + for behind the wheel lessons. All lessons administered are private lessons only for the benefit of the student to learn how to drive. There is no certification for behind the wheel driving.

## **Cancellation Policy**

A full refund will be made to any student who has not utilized any aspect of their purchased service and cancels the enrollment contract within 20 business days excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed by the prospective student.

## **Refund Policy**

- Refunds are solely based on the number of driving hours utilized.
- Utilized 1 drive: will receive a 75% refund for services not finished, rounded to the closest dollar amount.
- Utilized 2 drives: will receive a 60% refund for services not finished, rounded to the closest dollar amount.
- Utilized 3 or more drives: refund will not be provided.
- Refunds are not provided if drive time was fully utilized, regardless of any student complaint.

Refunds will not be provided if the student is dismissed or barred from the Academy for: damage of company property, tardiness; drunkenness or obvious signs of drug use; rude, disrespectful, vulgar or disruptive behavior; smoking or using tobacco products; using a cell phone during class or in the car; or being otherwise inattentive (sleeping, texting, reading, etc.).

A full refund of all tuition and fees is due and refundable in each of the following cases: When an enrollee is not accepted by the academy; and/or if the course of instruction is discontinued by the academy at this location.

Refunds shall be completed within 30 days after the effective date of termination.

## **Utilization Policy**

Upon purchase, all packages must **begin** to be utilized within 90 days of purchase. If an account remains dormant for more than 90 days, regardless if any services have already been rendered, and the Academy is not notified within this 90 day period of any updates regarding why the package is not being utilized, the package therefore becomes null and void, all services forfeited, and full payment will be required again for any services.