



## Terms and Conditions

Please note that these terms and conditions are subject to change.

### **Applies to 15-17 Year Old Permitted Students**

**Permit and Payment is due at the time of enrollment.**

**If a student turns 16 within 180 days of the first day of class, the student will not likely get his/her license on or shortly after his/her 16<sup>th</sup> birthday.**

**If student is 18 or turning 18 within 180 days of the first day of class, the student must enroll in a different program.**

### **ODOT Tuition Discount Qualifications**

***Our Driver Education program is funded in part by a reimbursement from the student driver training fund at ODOT.***

***If students do not qualify under these guidelines or if they fail to meet any of these conditions within 180 days from the class start date, an additional \$210 will be applied to the account unless paid at the time of enrollment.***

In order to qualify for the funding, the following guidelines have been established:

- Students will need to be under the age of 18 at the course completion date of their Driver Education program.
- Have a valid Oregon learners' permit at the time of enrollment
  - Student cannot be issued a license until after their driver education course completion date
- Students must complete the following within 180 days from the start of the course:
  - 30 hours of classroom attendance.
  - 12 hours (6 hours of driving and 6 hours of in-vehicle observation) of in-car training (total of 6 drive lessons, each 2 hours long).
  - 5 hours of practice with a parent or other mentor.
- ODOT requires that, "students may not complete the course in fewer than 35 days". This means that either the last day of class or the last driving lesson may not occur any sooner than 35 days from the first day of class.
- ODOT regulations require classroom and drives run currently. Students should expect that the entire program will take 120 days from the start of class. Please plan accordingly.

### **DMV Drive Test Waiver/Certificate**

Our program cards (certificates) provide the waiver opportunity for Oregon teens that complete our approved courses to bypass the DMV Drive Test. **THEY DO NOT** do away with the other requirements for licensure. A student needs:

- a. To complete at least 6 months with the learner's permit in their possession,
- b. Complete 50 hours of supervised driving with a parent or other responsible adult,
- c. Pass the "Safe Practices" written test, and
- d. Not have any driver improvement violations that would remove them from the normal course of licensure.

## **Redeeming a Failing Grade**

All assignments are due by the last day of class. Students who receive an unsatisfactory grade (below 80%) will have up to five (5) days to improve their score. Make-up work submitted after five (5) days must be processed through the office and will, therefore, incur a \$25 processing fee. Grades are no longer redeemable after 180 days from the course start date.

## **ODOT Certificate of Completion**

In order to be eligible to receive an ODOT certificate, students must complete the following within 180 days of the start date of the class:

- 30 hours of classroom attendance
- A grade of 80% or higher in the classroom
- 12 hours (6 hours of driving and 6 hours of in-vehicle observation) of in-car training (total of 6 drive lessons) completed.
- Must pass final drive with an 80% or higher
- 5 hours of practice with a parent or other mentor documented by affirming in your online student portal login under "my info."
- Parent/guardian attended a parent/student night.
- Billing account must be current.

Please note that the certificate of completion is not valid until the last day of the student's enrolled class, unless the class completed in less than 35 days after the first day of class, in which case the certificate of completion would be valid on the 35<sup>th</sup> day after the first day of class. The certificate of completion is effective for 2 years from the date of validity.

## **In-Car Training Policies**

In-Car lessons are to be scheduled with a mandatory *minimum* of 14 days between.

If a student cancels a Behind the Wheel (BTW) lesson with less than 72 hours' notice they will be charged \$55 to make up each lesson that was cancelled. If a student is a "No Show" for their BTW lesson, they will be charged \$110 to make up the missed lesson.

- A "No Show" is defined as any missed appointment scheduled by the student, parent, or guardian due to any of the following:
  - Not showing up for the scheduled BTW lesson.
  - Canceling the lesson with less than four hours' notice.
  - Arriving without the lawfully required instruction permit or license.
  - If a student is impaired for any reason, (Lack of sleep, medication, intoxication, etc.)
- Rescheduling drive 6 if a student fails the final drive - \$40.00.

If a student is a "No Show" for the first driving lesson, the student will be charged the \$100 fee, and will be required to move to the non-ODOT 15+ driver training program.

A student must be picked up from each driving lesson 5-10 minutes earlier than the scheduled end time to allow time for the parents to be debriefed following the lesson. A parent must not be late because the instructor cannot wait for the student to be picked up.

## **Makeup Class Policies**

If a student misses class, the student must make up the missed hours. Please review the following rules:

- Makeup classes must be scheduled through <http://drivereducationcenter.com/makeup.html>
- No makeup hours can be completed before the first day of class
- If a student misses the first 3 days of class, the student is disqualified from the ODOT Approved Teen Program

- If a student misses more than 10 hours of the regularly scheduled class, the student is disqualified from the ODOT Approved Teen Program

### **Lost or Damaged Textbooks**

Tuition does not cover lost or damaged textbooks. A \$10 fee will be charged to the student's account if they would like a new Playbook.

### **Student Notification**

We will notify students of upcoming lessons and important information via voice message. We will also send important class information through email. As part of the ODEC program, you have signed up for online training. This online training requires email communication. **By registering you are agreeing to receive these notifications.**

### **Payment Policy**

Payment is due at the time of enrollment. If a student qualifies for the Free/Reduced Lunch Program, he/she should contact the office for further instruction.

### **Refund Policy**

To obtain a **full refund (minus a \$30.00 drop fee – Or a \$100.00 drop fee if dropping the Summer term)** you must contact our office prior to 24 hours from the start of class. ***If we have not received your drop request before 24 hours from the start of class, you will forfeit your entire tuition.*** Refunds are received in the form of a check and can take up to 30 business days to be processed and sent out.

### **Returned Check Policy**

If the check for payment is returned or bounces, a \$40.00 returned check fee will be applied.