



Final Grade: _____

BTW Grade: _____

Student's Name: _____
Last First Middle (full name)

DOB: _____ MVA Permit# _____ exp. date _____

Address: _____

City State Zip

Parent's Name _____ Phone# _____
(If the student is under 18)

Student's Phone# _____ Secondary Phone # _____

Student email: _____

Parent/Guardian email: _____
(If the student is under 18)

Student signature _____ Date: _____

Parent/Guardian _____ Date: _____
(If the student is under 18)



PAYMENT PLAN AGREEMENT

BY SIGNING THIS FORM YOU AGREE TO THE FOLLOWING

CONDITIONS OF THIS PAYMENT PLAN

1. There is no charge or interest for this payment plan.
2. A minimum deposit of \$100 is due to by the first day of classroom instruction.
3. The remaining balance is due by the last day of classroom instruction. **Students will not be permitted to schedule driving lessons or make up missed classes until all balances are paid in full.**
4. There is a **late fee of \$25** for paying your balance beyond the last day of classroom instruction. The balance is still due even if the student misses a class. The due date to avoid the aforementioned late fee is _____.
5. Payments are accepted in person and online. We accept cash, money orders, Visa/MC/Discover/AMEX (there is a 3.5% fee to process credit cards), corporate & certified.
****NO PERSONAL CHECKS ACCEPTED****

Plan 1: \$250.00 **PAID IN FULL**

Plan 2: \$_____ deposit \$_____ balance

Plan 3: 6 hours BTW \$180 **PAID IN FULL** (transfer students only)

Student Signature _____

Date _____

Parent/Guardian (if applicable) _____

Date _____

Policies & Procedures (Please initial in the margin)

1. Each student has **18 weeks** to complete the course in its entirety (this includes **30 hours** of classroom instruction and **6 hours of BTW** (behind the wheel) training otherwise any money paid will be void. ****In such case, a reinstatement fee of \$150.00 will be assessed up to one year from the last day of class.****
2. Any missed classes are required to be made up during another cycle providing there is a seat available. Students are required to call and confirm space is available as walking in is not permitted. If any balance is due, it must be paid in order to make up any missed class. ****You are only allowed to miss 2 classes. If 4+ units are missed you must restart the program at an additional reinstatement fee of \$100.****
3. All certificates of completion will be sent electronically upon course completion. Certificates will **not** be sent until all classroom & driving hours are complete and all balances are paid.
4. The final must be passed with a grade of 80% or higher in order to be applied. **After two attempts there is a \$50 fee to take the final a 3rd time by appointment only.**
5. Refunds will be prorated after the first day of class. Refunds will be sent in the form of check within 10 days of the request to the address on the registration form. **Withdrawal after day one will result in a \$50 deduction from any money paid.**
6. A 15-minute grace period is given for both classroom and BTW lessons. No one will be permitted to enter class and BTW lessons are cancelled after the grace period has expired.
7. All students are responsible for bringing their own pen & paper to class.
8. Cell phones must be turned on vibrate for the duration of class.
9. Students are prohibited from taking photos or video of any class session or driver education materials.
10. If a student has to leave class early, the student is responsible for making up the missed unit during the next session.
11. Vandalism of any sort is not permitted and if caught the student or parent (if the student is under 18) is responsible for all repairs.
12. Students must have a valid learner's permit to schedule driving lessons and is required to bring it with them to driving school.
13. If a traffic ticket is acquired during a driving lesson, police or camera issued, the student or parent (*if the student is under 18*) is responsible for paying the ticket.
14. If an at fault accident occurs during a driving lesson, **the student or parent** (if the student is under 18) **is responsible for the damages up to \$500. Damages beyond the scope of our insurance coverage will also be the responsibility of the at-fault party.**
15. Each student will receive 6 hours of BTW training which will be provided in three 2-hour sessions if they have a valid permit.
16. In order to obtain your provisional license, you are required to get 60 practice hours of driving to log in the Rookie Book. The 6 hours received in driving school cannot be subtracted from that requirement.
17. Students are required to start and end all BTW lessons at *BLISS Driving Academy LLC* at the scheduled time.
18. You have 24 hours to cancel any scheduled BTW appointment. **A fee of \$25.00 will be assessed in the event of a last minute non-emergency cancellation or if the student shows up for a lesson without his/her learners permit.**
19. Do not schedule your MVA driver skills test until the Driver Education course is complete. **BLISS Driving Academy LLC is not responsible for missed driver skills testing.**
20. Space is limited; guests are not permitted in the classroom or driving school vehicle without prior notification.
21. Only parents and driving coaches are allowed to observe class and/or driving lessons.
22. **No eating is allowed in the classroom. Please do not bring food and/or food related trash into of the building.**

Class disruption will not be tolerated. If a student is deemed disruptive, the student will be asked to leave the class at the teacher's discretion. Continuous disruption will result in dismissal from the program with no refund.

• Talk incessantly with other students	• Is argumentative or makes noise during presentation
• Gives sharp or inappropriate answers	• Thinks the materials are not important
• Test the instructor's credibility	• Acts offensively or uses profanity
• Falls asleep or puts head down on table	• Under the influence of drugs/alcohol

By placing your initials and signing at the bottom you agree that you have read and agree with the policies and procedures of BLISS Driving Academy LLC.

Student Signature _____

Date _____

Parent/Guardian (if applicable) _____

Date _____

Unit 1: Getting Acquainted with Your Driving School and MVA New Driver's Guidelines

With Every Right Comes a Responsibility The Student and the Driving School

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 texting 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 6 hours of behind-the-wheel driving 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 MVA 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 student and parent/driver coach has the right to visit the driver school, see the instructor's license and certification, and the right to observe any class session including in-car sessions in which their child is included. With that right each parent/driver coach has the responsibility to refrain from interfering with the instruction, classroom or driving, while in the class session.
7. 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 6 hours of required driving time, completed within 18 weeks of the first day of class. 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.
8. Each parent/driver coach and student has the right to place a complaint with MVA regarding problems associated with the driving school or the instructor at **410-424-3751**. With that right each parent/driver coach and student has the responsibility to attempt to promptly pay the driving school for the driver education class and to attempt to alert the owner or manager of the driving school about any problems or complaints before contacting and outside agency.

I understand the rights and responsibility of Driving Schools, Students and Parent/Driver Coach.

Student _____

Date _____

Parent/Driving Coach _____
(parent signature required if under 18)

Date _____

Driving School Official _____ Title _____

Date _____