



Student's Name: _____
Last First Full Middle Name

DOB: _____ Customer Identifier/Permit# _____ exp. date _____

Current 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 Signature (if applicable) _____ Date: _____

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 and must be paid before any class can be made up.
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 payments), corporate & certified checks.

****NO PERSONAL CHECKS ACCEPTED****

Plan 1: **PAID IN FULL**

Plan 2: \$ _____ deposit \$ _____ balance

Student Signature _____

Date _____

Parent Signature (if applicable) _____

Date _____

Policies & Procedures

1. Each student has **18 weeks** to complete the course in its entirety (this includes classroom instruction and in-car training). ****After 18 weeks, a reinstatement fee of \$150.00 will be assessed on day one of week 19. ** If a student decides to withdraw, a prorated refund will be issued based upon coursework completed.**
2. Any missed classes are required to be made up during another cycle providing there is space available. Students are required to call and confirm availability as walking in is not permitted. If any balance is due, it must be paid to make up any missed class. ****You are only allowed to miss 3 classes. If 4+ units are missed, you must restart the program at an additional reinstatement fee of \$150.00. ****
3. **Certificates of completion are sent electronically to MVA after all classroom/in-car lessons are complete. MVA completion forms are given at the end of classroom/in-car instruction.**
4. The final must be passed with a grade of 80% or higher to be applied. **After two attempts there is a \$25 fee to take the final a 3rd time by appointment only.**
5. Refunds requested prior to the first day of class will be credited back to the original credit/debit card or sent in the form of check if the deposit was paid with cash/money order. **Withdrawal after day one will result in the forfeiture of payments made.**
6. **A 15-minute grace period is given for both classroom and in-car lessons. No one will be permitted to enter class and in-car lessons are cancelled after the grace period has expired.**
7. **All students are responsible for bringing their own pen & paper to class and learner's permit for driving lessons.**
8. Cell phones must be turned on vibrate for the duration of class.
9. **Students are prohibited from taking photo/video/audio recordings of any class session or the driver education materials.**
10. If a student must 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, unexpired Maryland learner's permit obtained from MVA before in-car lessons are provided.
13. **If a traffic ticket is acquired during an in-car 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 an in-car 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 with a valid learner's permit will receive three (3) in-car lessons (students are required to practice driving between each in-car lesson). **An instructor reserves the right to cancel a lesson due to lack of experience and/or unsafe driving conditions.**
16. **Students are required to start and end all in-car lessons at original pickup point at the scheduled time.**
17. **In-car lessons will be scheduled in person or over the phone through our business office. It is the responsibility of the student to keep track of and set the necessary reminders to attend scheduled in-car lessons. A fee of \$50.00 (M-F) \$65.00 (Sat&Sun) will be assessed in the event of last minute, non-emergency cancellations or if the student shows up for an in-car lesson without his/her Maryland learner's permit or under the influence of drugs or alcohol.**
18. 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.** Please call the office to confirm MVA has received your electronic completion.
19. Space is limited; guests are not permitted in the classroom or in the driving school vehicle without prior notification. **Only parents/driving coaches can observe class and/or in-car lessons.**
20. No eating or gum chewing is allowed in the classroom. Please do not bring food and/or food related trash into of the building; dispose of it in the trashcan located at the corner of Howard & 25th Streets. Thank you

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 signing below, you agree that you have read and agree with the policies and procedures of BLISS Driving Academy LLC.

Student Signature _____

Date _____

Parent Signature (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 Signature _____

Date _____

Parent Signature (if applicable) _____

Date _____

Driving School Official _____ Title _____

Date _____