



Student's Name: \_\_\_\_\_  
Last First Full Middle Name

DOB: \_\_\_\_\_ Customer Identifier# \_\_\_\_\_ 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 **30 hours** of classroom instruction and **6 hours of BTW** (behind the wheel) training otherwise any money paid will be void. **\*\*After 18 weeks, 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 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 \$100. \*\***
3. **Certificates of completion are sent electronically to MVA after all class/BTW lessons are complete. MVA completion forms are given at the end of classroom/BTW sessions. Copies can be emailed to the address provided or printed for \$5/page.**
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 3<sup>rd</sup> 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 and 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 Maryland learner's permit before driving lessons are provided.
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. Students are required to practice between driving lessons. 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 BTW lessons at original pickup point at the scheduled time.**
17. **Calls/text messages are sent to remind students of BTW lessons one business day in advance. 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 a lesson without his/her permit or under the influence. We do not assume responsibility for missed lessons due to changed/disconnected phone numbers and/or unread/misread text messages.**
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 driving 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 & 25<sup>th</sup> 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 \_\_\_\_\_