

## Interface Driving Academy course policies and procedures

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- Student must be 15 years old on the first day they attend class and may not start class after the 3<sup>rd</sup> day
- Minimum course length 5 weeks – **Course requirements must be completed within 6 months of the 1<sup>st</sup> day of class**
- Class start dates, times, and platforms (Online vs In Person) are subject to change, notification of changes will be made by email.
- Students must make up all missed classes.
  - Students may miss 3 classes. **If they miss a 4<sup>th</sup> or 5<sup>th</sup> class, they will be charged a \$80 missed class fee, if they miss a 6<sup>th</sup> class, they will fail the course**
    - **Exceptions may be made in the case of documented illness, family emergency or School Events.**
- Course fees
  - \$625 for the course
  - \$80 Missed BTW Drive/Late Cancel (Less than 24 hours prior to the start time)
  - \$80 fee to retake a BTW Drive (See below for details)
  - \$95 1-hour practice drive
  - \$110 for a 1-hour Hand Controls
    - \$65 written report available by request
  - \$80 returned check fee
  - \$15 per month finance fee on any unpaid balance after the last day of class
  - DOL Written test - One attempt included in course fees
  - DOL Skills Test – At student rate in effect at the time of testing
  - Changing a tire and vehicle maintenance course - \$100
  - 45 Day Course Completion Extension - \$200.

### Course requirements

- 30 hours of classroom instruction
  - Minimum score of 80% on all examinations and worksheets. Students are allowed 2 attempts to pass the final exam. Students who fail their 2<sup>nd</sup> attempt will be required to **retake the classroom portion of the exam in one of our online courses. The cost to retake the course is \$300. (Fee is waive with a Documented IEP)**
- 5 hours of Behind the Wheel (BTW) Instruction
  - Each BTW has several Critical Elements that students must master to successfully complete the drive. **These Critical Elements relate directly to their ability to drive in a safe and predictable manner.** The fee for a repeat drive is \$80.
    - At parent night you will be given a copy of the evaluation sheet for each drive that identifies the Critical Elements
- 4 hours of simulation training
- 1 observation drive

### Behind the Wheel Drives

Students must have their permit with them to complete their BTW Drive. (no permit = a missed drive)

Drive 5 must be completed **after** the last day of Class; Students are unable to book their 5<sup>th</sup> drive if they have a balance remaining on their account.

There must be a minimum of 5 days between BTW Drives, this gives parents the opportunity to schedule some practice times between drives.

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## Refunds

- Refunds must be requested, by email, at least 7 days prior to the first day of class
- All refunds are subject to a \$100 administration fee.

## Changing to a new start date

***If your class has already started there is a \$300 fee to change to a new class. (Fee may be waived for documented family emergencies or School events if changing to an online course)***

## Payment Plan

- \$200 is due at the time you enroll for class; ***you have 5 days after you enroll to make this payment.***
- \$200 is due on the 1<sup>st</sup> night of class
- The balance remaining on the account is due by the last day of class, any student with a balance beyond this point will be charged a \$10 late fee for each month with the first late fee charged the day after class ends.

Students retaking the course or signing up for a 45-day extension of the course are subject to new fees and policies contained in the Policies and Procedures in effect at the time of their course retake or extension.

I agree to pay all course fees, and all costs associated with collecting any unpaid balance.

## If taking an Online class

- We have the technology/internet access needed to attend and participate in classes. \_\_\_\_\_ (Parent Initial)

## All classes

We received a copy of Washington's Intermediate Licensing Requirements, Restrictions & Penalties. \_\_\_\_\_ (Parent Initial)

We will give our New Driver at least 2 hours of driving practice per week. \_\_\_\_\_ (Parent Initial)

We understand and accept that IDA will not certify with the Department of Licensing our student has completed the course until all course requirements are met and all tuition and fees paid.

We understand and accept that students may fail the course for the following reasons:

- Failing the course final exam 2 times
  - Students who fail their 2<sup>nd</sup> attempt will be required to ***retake the classroom portion of the exam in one of our online courses. The cost to retake the course is \$300. (Fee is waive with a Documented IEP)***
- Not following instructor advice during a Behind the Wheel Drive resulting in an increased risk to student and instructor (Students and Parents will receive 1 warning prior to student failing class)
- Not completing course requirements within 6 months of their start date

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_