



STUDENT POLICIES

Revised January 2010

Course Description: This course is designed for students under the age of 18. Students must be fifteen years old on the first day of class to be able to start the course. Completion of this Department of Licensing approved course, allows the student to obtain a Washington Traffic Safety Education Certificate.

Attendance

1. Students must attend 34 hours of classroom including 4 hours of Driver Zed.
2. Parents must attend the first hour of the first classroom session for a parent meeting. We ask that only one parent attend and no siblings, due to classroom space.
3. Three class absences are permitted provided the student make-up each missed class within two months of the absence. If a student misses more than three classes they will need to re-take the course. Students should plan to attend the missed class in another session. Refer to the schedule of classes on the web site to plan ahead. You may only attend one regular scheduled class per day and one make up class per day. Classes can be made up at any of our six locations.
4. All classroom and behind the wheel requirements must be completed six months from the start date of the class.
5. Late arrival will result in an absence from the class or drive. Please be on time.
6. Students must sign in at each class session, failure to sign in results in no credit given for that class.
7. All classes last two hours, drives last one or two hours. Students should be picked up promptly when their sessions end.

Classroom - 17 classes (2 hours each)

1. The class length will be a minimum of 30 days for evening or summer classes.
2. Both classroom tests are 100 question multiple choice. Students must receive 70% on the final test. The final may be taken until the student receives 70%. To make-up a test the student can attend any classroom session at any location.
3. Nelson Driving School, LLC supplies the appropriate Handbook and Drivers Guide to complete the course
4. Completion certificates will be issued when all requirements have been met. Replacement certificates will be issued within ten days after the \$20.00 replacement fee has been paid.

Behind the Wheel - 5 lessons (5 hours driving, 1 hour of observation)

1. PLEASE DO NOT MISS AN ASSIGNED DRIVE WITHOUT **24 HOURS** NOTICE TO NELSON DRIVING SCHOOL, LLC. Notice can be given by calling (360) 354-8777, or via email at nelsondrivingschool@msn.com.
2. **If a student misses a scheduled drive, without the 24 hours notice, there will be a charge of \$40.00 per missed drive.**
3. Students must obtain an instruction permit from the Department of Licensing before driving. This can be done 10 days before the start date of the session, with the permit application form that was mailed to you.
4. Students will sign up for drives at the first class session.
5. There must be at least one day between lessons to allow time to practice the skills.
6. You will be assigned five hours of driving time. We strongly encourage you to have a minimum of 20 hours of practice before your fifth drive.
7. A drive lesson cannot be scheduled at the same time a student is in class.
8. All drive lessons begin and end from the student's high school or our office.
9. Students receive an evaluation sheet after the fifth drive. This is to inform parents of their teen's progress and needs. Please take the time to review this sheet.
10. Additional driving time is available for a discounted rate of \$60.00 per hour.

Responsibilities:

1. Nelson Driving School, LLC prohibits the possession and use of drugs, alcohol, tobacco and weapons. Involvement will result in immediate expulsion without a refund.
2. Cell phones, iPod's and other electronic devices must be **turned off** before entering the classroom or car.
3. Wear appropriate attire. Waistline and chest areas must be covered or student will be sent home. No slip-on shoes or flip flops are allowed for behind the wheel.
4. Respect property. Vandalism will result in expulsion from the program without a refund.
5. Refrain from profanity. Inappropriate language will result in an absence.
6. Always address concerns with the instructor first, then contact management if needed.
7. Bring, WA Driver's Guide, driving permit and a pen to each class.
8. Accept constructive feedback with maturity, understanding the intent is for developing safe, responsible drivers.

Tuition: Payable at the first class session.

1. Payment arrangements can be made by calling (360) 354-8777 to make arrangements.
2. Visa and MasterCard are accepted, checks (preferred), money orders or cash.
3. The tuition is nonrefundable after the second class.
4. Certificates will be issued upon completion of classroom sessions, drives, and tuition and fees paid in full.

If you have any concerns or questions please call (360) 354-8777 or email: nelsondrivingschool@msn.com