



# Driver's Education Terms and Conditions

## Classroom Policy

- It is mandatory to attend the full 30-hours of classroom instruction. We understand that schedules can change and a student may miss a portion or an entire class. Any missed class must be made up during a future class that contains the same material.
- Tardiness is frowned upon. Students arriving to class more than 15-minutes late may be denied entry. This discretion belongs to the classroom instructor.
- We do our best to foster a fun but serious learning environment and expect all students to act accordingly and maturely in class. Any disruptive students may be removed from the class and told to make up that session at a later date.
- Students are encouraged to bring a notebook and a pen/pencil to each class to take notes. A score of an 80 percent or higher is required on the final exam in order to pass the classroom portion of driver's education.

## Behind the Wheel Policy

- Safety is our number one priority. Seatbelts are to be worn by everyone in the car at all times. **Student drivers are not allowed to use a cell phone, eat, drink, smoke, or use any other electronic device while the vehicle is not properly secured. No exceptions.**
- Students **must** present their valid Massachusetts learner's permit to the instructor at the time of each lesson. Per Massachusetts state law, failure to present a valid MA learner's permit at the time of pickup will prevent the student from driving and taking a lesson. If such events occur, the lesson will be cancelled and a \$40 fee will be applied to the account.

## Cancellation/No Show Policy

- We understand that situations arise that may cause a student to have to cancel a scheduled road lesson. However, this is a business and cancellations can have rippling effects.
- If a lesson needs to be cancelled it must be done with a minimum 24-hour notice. If less than a 24-hour notice is given, students will be charged a \$40 fee.
- Instructors will remain at a pickup location until 15 minutes past the scheduled pickup time. Students who fail to show up for their scheduled lesson after 15 minutes will be charged a \$40 fee.

## **Driver's Education Certificate of Completion**

- In order to be eligible to receive a certificate you must complete the following:
  - 30 hours of classroom instruction
  - 12 hours of behind the wheel instruction
  - 6 hours of student driver observation
  - 2-hour parent class or proof of prior class attendance within the past 5 years
  - Student account paid in full
- Once everything above has been completed, Chelmsford Auto School will send the student information to the RMV for eligibility to take the road test. This is only required for students under the age of 18.

### **Refund Policy:**

- Any student who pays in advance and requests a refund will receive a refund for the lessons not yet taken, less a \$50.00 administrative processing fee.