

Easy Method Driving School
3290 Pine Orchard Lane. Suite100
Ellicott City, MD 21042 (410)461-9090
Easymethod1931@gmail.com

**WE AGREE TO THE FOLLOWING SCHOOL POLICIES OF
Easy Method Driving School**

ADMINISTRATIVE

- A student shall not be considered registered for the course until the registration fee has been received and their account is paid in full.
- All payment is due prior to the 1st day of the classroom session.
- Easy Method reserves the right to cancel/change times for any classroom session due to reasons beyond our control. In addition, should after school activities be canceled for any reason at the facility where the classroom session is being held, Easy Method will not be holding class that day. For each canceled class, we will add one additional class onto the end of the session in order to complete the required 30 hours of classroom instruction.
- A \$ 50.00 fee will be charged for any check that is returned by a bank.
- Students must pass the classroom and behind the wheel lesson with a score of 80% or above.
- Easy Method reserves the right to cancel any classroom or in-car session due to circumstances outside their control (i.e. inclement weather, school closings, low session enrollment, etc).

CLASSROOM & BEHIND THE WHEEL REFUND POLICY: Easy Method will issue a full refund if a session cancellation request is received via email prior to the first day of class. Should the student withdraw from our session prior to the conclusion of the course, a refund will be pro-rated as follows: Classroom hours will be refunded at a rate of \$8.00 per hour; Behind the Wheel hours will be refunded at a rate of \$20.00 per hour.

BEHAVIOR: Per COMAR regulations, any student that demonstrates disruptive behavior or who interferes with the classroom environment or learning process will be dealt with in the following manner:

- **FIRST OFFENSE:** Verbal warning to the student
- **SECOND OFFENSE:** Consultation with the student and parent
- **THIRD OFFENSE:** Student will be removed from the class without a refund.

INCLEMENT WEATHER POLICY: Easy Method will follow each Public School System's Policies regarding inclement weather as follows:

- **School Closed/Early Dismissal:** No Driver Education classes will be held.
- **Afternoon Activities Cancelled:** No Driver Education classes will be held.
- **Late Arrival:** Classes will be conducted as scheduled.

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RECORDS RETENTION POLICY: All students must complete their 6 hours of behind the wheel lessons within one (1) year from the date he/she completed the classroom portion of Driver's Education. If the student does not complete their lessons within the time frame, he/she will be deactivated from our system without notification. Any student that requests a reactivation of their record after 1 year will be charged a reactivation fee of \$180.00 and the student must successfully retake the final exam before any further lessons are completed. Per MVA regulations, student records will be maintained at our corporate office for a period of three (3) years. After this three (3) year period, student records shall either become destroyed.

DOCUMENT REQUESTS: Once a student completes both their classroom and in-car sessions, our office will notify the Maryland Motor Vehicle Administration by the electronic submission that a student has successfully completed our driver education program. Once this electronic submission has been completed, the student is then eligible to take their MVA Skills Test. Per MVA policies, completion certificates are no longer distributed to individual students. All requests for copies of student completions for insurance companies or other purposes will require a \$30.00 administrative processing fee.

BEHIND THE WHEEL POLICIES

Behind the Wheel Instruction (BTW): Easy Method will provide Behind the Wheel lessons after the 30 hours of classroom instruction has been completed and the below requirements have been met. *To ensure the safety of our instructors as well as others on the road, we make absolutely no exceptions to these policies regardless of your age, experience, or if you already have a test date scheduled at the MVA.*

A student must hold a valid Learner's Permit and have completed all 30 hours of classroom instruction in order to begin their BTW lessons. Each student lesson will last two hours and all students will be required to complete a minimum of three (3) lessons, totaling 6 hours. Students must have their learner's permit in their possession during each driving lesson. If a student cannot produce their learner's permit at the beginning of their lesson, this will be considered a missed appointment and the resulting missed appointment fee shall apply before any future lessons are scheduled.

Completion Time / Refund Policy: Per MVA guidelines, the six (6) hours of Behind the Wheel instruction are to be completed within 18 weeks from the day the student was assigned an instructor. *The philosophy behind this requirement is to ensure that the behind the wheel lessons are completed while the theories and concepts taught within the classroom are still fresh in the student's mind.* Students should expect to complete a minimum of one (1) behind the wheel lesson a month. All students must be assigned to an instructor within one year of their

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completed classroom instruction. Students may be removed from our program with a prorated refund of \$20 per BTW/hour if either requirement has not been met.

- Students who currently hold a valid permit, have completed all 30 hours of classroom instruction should call our scheduling office 12noon to 3 pm Monday thru Friday. Once assigned to an instructor, the student will have 18 weeks to complete their in-car lessons.
- You will be assigned to a BTW instructor and the student will have 18 weeks to complete their lessons.
- Students who do not have a permit by the end of their classroom session should notify the office once he/she has obtained a permit. The student must initiate their first BTW lesson within one year from the end of their classroom instruction. Once an instructor has been assigned, the student will have 18 weeks to complete their lessons.

It shall be the responsibility of both the parent(s) and student to be aware of and complete the required drive time (60) hours within the above specified time frames. Easy Method reserves the right to cancel any BTW lessons for any reason beyond their control. Easy Method cannot guarantee any completion date within the student's eighteen (18) week period of instruction. A student may be removed from our program if all the above requirements are not met without notification.

Additionally, the student's MVA skills test should not be scheduled prior to start his/her behind the wheel lessons. All behind the wheel lessons are evaluated and each student's proficiency during each lesson will dictate when the next lesson should take place. Additionally, the instructor's schedule may affect their ability to complete all lessons prior to a scheduled test date at the MVA. Therefore, completion of all behind the wheel lessons is recommended prior to a student scheduling their MVA Skills Test.

BTW Cancellation Policy – No Exceptions! All scheduled Behind the Wheel lessons must be canceled with at least 48 hours' notice. A student/parent must call the schedule office 12noon to 3 pm Monday through Friday via telephone to cancel any lesson(s). Due to possible delays in receiving electronic messages, cancellation notices sent via email or text will not be accepted as sufficient notice. Any cancellations which do not fall within these guidelines will result in a \$50.00 fee and there are ***NO EXCEPTIONS*** to this policy! A student's Behind the Wheel lessons shall not resume until this fee has been paid in full.

WITH EVERY RIGHT COMES A RESPONSIBILITY THE STUDENT AND DRIVING SCHOOL RESPONSIBILITIES

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 text messaging 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 driving 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 the class is in 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 the Motor Vehicle Administration regarding problems associated with the driving school or the instructor (the number to call is 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 an outside agency.

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I understand the rights and responsibilities of Driving Schools, Students and Parent/Driver Coach.

I hereby consent to my/my child's participation in the Driver's Education Program with Easy Method Driving School. I further affirm that I/my child have/has no psychological or physical condition that would prevent them from safely operating a motor vehicle.

Student Signature Date
(Required if over 18 years old)

Parent / Guardian Signature Date
(Required if student is under 18 years old)