



Policies and Procedures

Driving Lessons

- Students must have a valid MA learner's permit with them for all driving lessons. **Copies are not accepted.**
- 24-hour notice is required for all BTW cancellations

Cancellations - A twenty-four hour cancellation notice is required for all behind the wheel lessons. A fee of \$50 may be charged if lessons are not cancelled within 24 hours. You must cancel lessons through your online account. If a student does not show up or is more than 10 minutes late or arrives without their permit/glasses/contacts, the lesson will be forfeited and the \$50 fee will be charged. No lessons can be scheduled with an outstanding balance.

Cell Phones - Cell phones must be turned off during driving lessons.

Scheduling Driving Lessons - Driving hours can be scheduled by calling the school or online logging into your student account through our website using the user name and password you were sent when you signed up. We recommend that you practice driving between lessons. The more you practice, the better driver you become.

Weather Cancellations – check parkwaydrivingschool.com for any cancellations

Miscellaneous – Flip flops and open-backed shoes are not allowed during driving lessons

Refund Policies - You are entitled to a full refund on any of our services when a written request is received two weeks prior to a scheduled class or service. Parkway Driving School will issue a refund minus a \$25 administration fee within 30 days of your requests. There will be no refunds on any packages once instruction has begun. All services must be completed within six months of enrollment. After six months, money is not refundable and services will be forfeited.

Registry Fees are as Follows:

- Permit \$30 – paid to the RMV on the day of the permit exam
- License Fees \$85 - \$35 Appointment Fee; \$50 License Fee. These fees can be paid on the day of the permit test (recommended).

Parkway Driving School is not responsible for any lost, stolen or damaged property while in the classroom or vehicles of the school.