



## Driver's Education Course Policies and Procedures

**Classroom** - Classroom consists of Modules 1-15. Students should plan to attend all of the modules in the class they have registered in. If they do need to make up a module, students can complete modules in any order except for Module 15. Module 15 must be completed last because this is when the final is taken. Students are responsible for checking and signing for attendance during each module. Students are required to make up any modules if they do not respond during class attendance and are marked absent.

### Accelerated Classes

Students should plan to attend all five days of accelerated classes. Makeups can be made in any of our other weekend or evening classes but cannot be made up in any of our accelerated classes. Therefore, there is no availability to make up classes in June, July or August. All make-up classes must be scheduled in student portals and spots fill up quickly.

### Weekend and Evening Classes

We hold weekend and evening classes from September through May. Makeup classes can be scheduled in any of our other weekend or evening classes. There are no make-up times in June, July or August. All makeup classes must be scheduled in student portals and spots fill up quickly.

**Driving/Observation Hours** – All in-car lessons are scheduled and cancelled in the student portal. Each two-hour lesson consists of 80 minutes of driving and 40 minutes of observation. Students are allowed to schedule one lesson per week and have three lessons scheduled at a time. Students can begin driving with Parkway when they have acquired their permit, driven at least 5 hours at home, and a parent class has been completed. Students should begin scheduling lessons as soon as they obtain their permit. Students should expect to see the earliest appointments two to three weeks away. There is a six-month wait for Junior Operators from the time they get their permit to the time they can take their road test. Students should plan to schedule lessons throughout these six months and practice at home in between lessons. The RMV requires 40 hours of driving at home. Parents sign that these hours were completed on the road test application. We recommend using the RoadReady app to track at-home hours. **We require that students drive at least five hours at home before starting in-car lessons with Parkway.** We recommend that you drive with your teenager for as many hours as possible to set them up for success on their road test and when they are newly licensed drivers.

**Classroom Cancellation** - A one-week cancellation is required for any of our driver education classes. There will be no refunds for cancellations made less than one-week before the start of class.

**Late Cancellation** - A fee of \$65 will be charged if in-car lessons are canceled within 24 hours. Lessons must be cancelled in the student portal. **We will not accept any cancellations via text, email or telephone.**

**No Show/Not Prepared** - A fee of \$75 will be charged for any student not available for a lesson when the instructor arrives at the pickup location. If a student is more than 10 minutes late, does not have their printed permit, glasses, contacts or proper footwear, (flip flops or any other footwear without a back are not allowed during in-car lessons) a \$75 fee will be charged.

**No student will be issued a Certificate of Completion with an outstanding balance.**

**Refund Policies – A one-week cancellation is required for any of our driver education classes. There will be no refunds for cancellations made less than one-week before the start of class. Once services begin there are no refunds. There is a \$50 administration fee for all refunds All services must be completed within two years of enrollment (This is also an RMV policy). After two years, money is not refundable, and services will be forfeited**

**RMV Fees**

Permit Fee	\$30 – paid to RMV when obtaining your permit
Completion Certificate Fee	\$20 - paid to Parkway to pay the RMV before your road test
Road Test Fee	\$35 – paid to RMV before taking your road test
License Fee	\$50 – paid to RMV before taking your road test

**Cell Phones** – Cell phones must be turned off in the classroom and during driving or observation hours.

**Footage Release** - Parkway vehicles could be equipped with cameras recording visual and audio. Footage can be used for training purposes.

**Lost/Damaged Items**- Parkway Driving School is not responsible for any lost, stolen or damaged property while in the classroom or vehicles of the school.