

Blu-Moon Driving School

Terms and Conditions: Student/Parent Responsibility Agreement

(Please Read carefully, Sign and Return)

1. Enrollment and Registration: A student must be at least 15 years of age to begin Driver's Ed. Class and must bring a personal identification document for enrollment as required by state of Maryland. Registration is completed upon payment of fees and submission of required documents.

2. Tuition and Payments: Tuition fees are to be paid in full prior to the commencement of classes or in accordance with payment plan, if agreed. Any additional fees for specialized instruction or services will be communicated clearly in advance.

3. Cancellation and Refunds: Requests for cancellation must be made in writing and are subject to the school's refund policy. Refunds, if applicable, will be processed in accordance with the school's refund policy and Maryland state regulations on pro-rated basis of any portion of the class not taken. There will be a refund of 100 percent of the fee paid if instruction has not started or if the first class of a course was not completed, but not the card processing fee. In all other cases, refund of fees will be made on prorated basis on the hours of instruction in the classroom and behind-the-wheel that have not been completed.

4. Class Schedule and Attendance: Students are responsible for attending classes as per schedule. A student may not continue to participate in the course if he/she is consistently arriving late, leave early, or misses more than 3 days of the program. Additionally, Unit one of Driver's Ed classes is mandatory, **No exception.** Student arriving 15 or more minutes late may be asked to leave & make up the class in next available session. Make-up classes or rescheduling may be offered at the discretion of the driving school in certain circumstances.

5. Conduct and Behavior: It is required for students to follow a set of rules that encourage a safe and courteous atmosphere for learning. Any behavior causing disruption may lead to disciplinary measures, potentially resulting in removal from the class/program without a refund. Dismissal from in-Car instruction may incur a cancellation fee. Examples of Misconduct include (but not limited to):

- Disturbing other students while in class or Acting in a disruptive manner
- Using cell phones & other electronic devices. Devices must be turned off during class.
- Engaging in unlawful activities while in class or during in-car Instruction while under the influence of alcohol or any drugs.

As 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:

- 1st Offense: Verbal warning to the student
- 2nd Offense: Consultation with the student and parent
- 3rd Offense: Student will be removed from the class without a refund

6. Safety and Liability: Safety will be the primary focus of the driving school throughout both practical driving sessions and in-class instruction. The school does not assume responsibility for any damages, accidents, or incidents that occur beyond the scope of school activities.

7. Postponement & Cancellation: The driving school will offer a minimum of 8 hours' notice for cancellation or rescheduling of a class, and at least 2 hours' notice for Behind the Wheel sessions in cases of emergencies or inclement weather conditions, etc.

8. Property Damage: A Student is fully responsible for paying for any damage caused in office or property furnishings. Destruction of school property inside or outside the school office / building will result to dismissal from the program with no Refund.

9. Final Exam Re-Test: If a student fails the final exam, (S)he may re-take at a fee of \$50 for each. In the event of three consecutive failures in the final test, the student has to start the driver's Ed Class over again.

10. Break Time: A 15-minute break is provided halfway through each 3-hour session of the Driver's Ed Class. Students have the option to take a break and return on time or remain in the class if they prefer.

11. Pick up – Drop off of Student: At the start or conclusion of a class, it is the parent/guardian's responsibility to ensure timely drop-off and pick-up of the student. If a parent/guardian fails to return for pick-up 15 minutes after the class concludes, the instructor reserves the right to drop the student off at a safe public location near the school, as deemed appropriate.

12. No Show Fee: There will be a No-Show fee of \$100 for the following:

- Canceling an In-Car session without a 24-hour notice to school /instructor during business hours
- Showing up for an In-Car session with an invalid or expired Learner's Permit
- Showing up for an In-Car Session without a learner's Permit. No Paper or Electronic permits are accepted. (By Law, A student must hold a valid MD Learner's Permit while driving with instructor.)

13. Dress Code: A student must be in proper attire during the in-Class or BTW Instruction. Attire Examples: Shirts (No Mid-Drifts or Off shoulder), Pants (No Sagging), Shorts (Covering halfway down the thigh), Skirts (Covering from the knees sitting down), Shoes for In-Car Instruction (No Flip Flops, Slides or sandals).

14. Program Expiration: Students have **ONE YEAR TIME** from the first day of instruction to complete the entire Driver education Program. Failing to complete the state required 36 hours of program (30 Hours of Classroom session and 6 hours of Behind the Wheel session) by the expiration date, he / she will be required to pay the full program cost and retake the entire classes again.

15. Course Completion: Once a student has successfully completed the driver Ed Program, his or her information will be submitted to the MVA Database electronically. This confirms the 36 Hours of class certification sent to MVA as required. Please allow a minimum of 3 business days between the course completion and Road Test.

16. Document Requests: After successfully completing both the classroom and in-car training sessions, our office will electronically notify the Maryland Motor Vehicle Administration (MVA) that the student has fulfilled the requirements of our driver education program. Once this notification is processed, the student becomes eligible to schedule their MVA Skills Test. Please note that, per MVA policy, completion certificates are no longer issued directly to students. Requests for completion documentation for purposes such as insurance will require a \$20.00 administrative processing fee.

17. Certification and Licensing: Completion of the driving course does not guarantee a driver's license. It is the student's responsibility to meet Maryland state requirements like wait time, 60 hours of driving practice, Road Test for obtaining a driver's license.

Blu-Moon Driving School

8950 Old Annapolis Road, # 115
Columbia, MD-21045

Phone: (443) 276 – 0761

Email: blumoon-driving@gmail.com

By enrolling in Blu-Moon Driving School, I acknowledge that I have read, understood, and agreed to abide by these terms and conditions.

Parent Adult Student (Name)			
Signature		Date	
School Official (Name)			
Signature		Date	

WITH EVERY RIGHT COMES A RESPONSIBILITY

THE STUDENT AND DRIVING SCHOOL RESPONSIBILITIES

1. Each student has the right to a competent certified 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 have 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 have 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 have 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.

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 Street Smarts of Maryland, Inc. I further affirm that I/my child have/has no psychological or physical condition that would prevent them from safely operating a motor vehicle.

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

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Authorized School Official Signature	Title	Date