

Blu-Moon Driving School
Terms and Conditions: Student/Parent Responsibility Agreement

(Please Read carefully, understand, 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. There will be a \$ 40 fee for a check if returned by the bank.

3. Cancellation and Refunds: Cancellation request must be made in writing at least 48 hours before the scheduled session begins and are subject to the school's refund policy. Refunds, if eligible, will be processed in accordance with MD state regulations and based on a pro-rated calculation of any unused portion of the course. If instruction has not started or the first class of a course has not been completed, a full refund of the course fee will be issued. For all other cases, refunds will be calculated on a pro-rated basis for any unused classroom or behind-the-wheel instruction hours. Refunds will not be issued for partially completed sessions or services already provided. If Blu-Moon Driving School cancels a course, students will receive a full refund or may choose to transfer to a future session at no additional cost. Please note that late fees, missed appointment fees, Card Processing Fee during Registration (If any) and any penalties related to non-compliance with school policies are non-refundable.

4. Class Schedule and Attendance: Blu-Moon Reserves the right to cancel / change times for any classroom or BTW Sessions due to reasons due to low enrollment or something beyond their control. For Each Cancelled class, school will add one class at the end of session to cover 30 hours of Instruction. Students are responsible for attending classes as per schedule. A student will not be allowed to continue the course if (S)he misses 1st Day class. **No Exceptions.** And more, Student arriving 15 or more minutes late, leaves early is treated as absent and will be asked to leave the class & make up in next available session. Make-up classes or rescheduling may be offered in next available sessions at Blu-Moon's Discretion at a \$50 fee for one or more classes missed. If one misses 12 hours of classroom session, he / She has to retake the entire session in the next available sessions making a full payment.

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 (Please Refer to School's Refund Policy). Dismissal from in-Car instruction may incur a \$50 cancellation fee. Examples of Misconduct include (but not limited to): a. Disturbing other students while in class or Acting in a disruptive manner, b. Using cell phones & other electronic devices. Devices must be turned off during class. C. 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 Classroom 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. And Such Behavior will result to dismissal of student 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. Behind the Wheel Instruction: A valid learner's permit is required for Starting a BTW session with the instructor. Once a student successfully completes 30-hour classroom session with a 80 % pass scores and completes at least 5 hours of In Car session with the parent or Mentor, one can fill out and submit BTW request form to Blu-Moon. Next, he/she will be assigned to an instructor to begin the session. Once a student is assigned to a BTW Instructor, there is an 18-week window to complete BTW session. If not, one may request an extension in written by filling out a MVA extension request form with a valid reason.

13. No Show Fee: There will be a No-Show fee of \$100 for the following: a. Canceling an In-Car session without a 24-hour notice to school /instructor during business hours, b. Showing up for an In-Car session with an invalid or expired Learner's Permit, c. 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.)

14. 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).

15. 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. if the course is incomplete in a year time frame, he / she will be required to pay the full program cost and retake the entire classes again.

16. Record Retention: Blu-Moon will strictly follow COMAR regulations to maintain students Records for 3 years in its office.

17. Course Completion: Once a student successfully completes the driver Ed Program, both the classroom & BTW portions, school will electronically submit the information to the MVA, confirming the 36-hour certification. Allow at least 3 business days before scheduling a road test.

18. Document Requests: At a competition of both the classroom and in-car training sessions, school will electronically notify the MVA. 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.

19. 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: blumoonDriving@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
(Required if over 18 years old)

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

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Authorized School Official Signature Title Date