



3123 56th Street NW Suite #15
Gig Harbor, WA 98335
(253) 851-4164

COURSE CONTRACT for Students & Families

in accordance with Washington State Department of Licensing (WA DOL)

TUITION, FEES & REFUNDS

- \$625 course tuition, paid in-full at time of registration
- BTW session cancellations must be made online 48 hours prior to scheduled drive
 - late cancellations made within 48 hours of scheduled drive = \$65 fee
 - “no-show” or “no permit on-hand” for scheduled drive = \$65 fee
- Additional BTW sessions = \$75 each
 - pending school’s drive schedule availability
 - call the school to inquire
- Lost / damaged textbook = \$90 fee
- Course refunds will only be issued before the first scheduled class date.
 - all refunds are subject to a \$35 administration fee
 - no refund will be issued if the applicant received an instruction permit through A Driving School of Gig Harbor, Inc. (via course waiver for DOL)

ATTENDANCE

- Students must be age fifteen (15) or older by the first class session date.
- Arrive on-time and attend all scheduled sessions.
- Students must NOT miss the first three (3) scheduled class sessions to remain enrolled in the course.
- Students will not be allowed to enroll after the first three (3) class sessions have been completed.
- Students may incur no more than three (3) absences/tardies during the course.
 - each absence/tardy will result in a mandatory make-up session
 - make-up session will be scheduled by the instructor to cover material and/or exams missed
 - excessive absenteeism may result in the need to retake the course at full-tuition rate

CLASSROOM & Behind-the-Wheel (BTW) INSTRUCTION

- Per WA State law, a course duration shall be no less than 30 days.
 - includes a total of 15 class sessions, 6 behind-the-wheel (BTW) sessions, 1 observation
 - class sessions = 2 hours each / 30 hours total
 - BTW sessions = 1 hour each / 6 hours total
 - observation = 1 hour total
- Students have a maximum of six (6) months to complete the course requirements.
- Students must have an official WA State Learner Permit by the end of the first week of the course.
- Learner Permit must be shown to the BTW instructor before each driving session to avoid a \$65 fee.
- Each student is required to schedule at least one (1) BTW Observation. Tardiness may result in:
 - the BTW instructor leaving without the “observer” in order to conduct scheduled drive session
 - the need to schedule another observation at a later date (via online)
- To complete the course, students must...
 - attend all required course sessions (i.e. classroom, BTW, observation)
 - complete all written assignments
 - earn a minimum score of 80% or better on the final written test and final BTW drive.

STUDENT CONDUCT / BEHAVIOR EXPECTATIONS

Driving is a privilege and a responsibility that our state takes seriously. Classroom and driving session behavior is practice for lawful conduct behind the wheel since safety and safe decision-making is the priority. **No one has the right to interfere with the learning, physical safety and/or emotional safety of others.**

- Mobile phones must be “off/silent” during all instructional sessions (i.e. classroom, BTW, observation). Mobile phone use during instructional sessions may be considered “disruptive conduct.”
- Disruptive and/or disrespectful behavior will result in a parent-instructor conference. Further inappropriate behavior may result in a student being removed from the course without a refund.
- Illegal activities on the premises may result in the student being removed from the course without refund.

FAMILY ENGAGEMENT

- Parent Orientation is REQUIRED
 - attend the online Zoom orientation meeting and/or watch the recording of the orientation meeting
 - will be scheduled prior to the start of each course
 - date/time of the orientation and a link to join the Zoom meeting will be sent via email
 - after the online Zoom meeting is completed, a link for the video will be sent via email
- Parents must review Washington State's [Intermediate Driver's License \(IDL\) restrictions and requirements](#) (WAC 308-108-120) prior to registration. IDL requirements will also be covered during Parent Orientation.
- To ensure student safety, families are expected to pick up their student promptly after each classroom, BTW and observation sessions.
- Practice - Practice - Practice
 - Students who receive at-home support are more likely to meet the minimum score of 80% or better on the end-of-course classroom and BTW exams
 - WA DOL requires fifty (50) additional hours of BTW practice prior to applying for a driver's license, including ten (10) hours of nighttime driving.

Intermediate Driver's License (IDL) Restrictions and Requirements

If you're under 18 years old, we will issue you an intermediate license. You must follow all of the following rules until you turn 18:

- **Driving with passengers** → There are restrictions on passengers allowed in a vehicle with you. If you drive safely for 1 year, then the passenger restrictions expire. However, penalties for other violations will apply until you're 18.
- **First 6 months** → You may not have any passengers under 20 years old except for immediate family members (spouse, child, stepchild, or siblings by birth or marriage).
- **Next 6 months** → You may not have more than 3 passengers under 20 years old who aren't members of your immediate family (spouse, child, stepchild, or siblings by birth or marriage).
- **Nighttime driving** → You can't drive between 1:00 a.m. and 5:00 a.m. unless you're with a licensed driver who's 25 years or older. If you drive safely for 1 year, then the nighttime driving restrictions expire. However, penalties for other violations will apply until you're 18.
- **Exceptions for agricultural work** → The only exceptions are driving related to agricultural work and transporting farm products or supplies under the direction of a farmer as described in [RCW 46.20.070](#).
- **No cell phones** → You can't use any wireless devices while driving, even if they are hands-free. You may only use a wireless device to report an emergency.

Penalties for traffic violations and accidents

- **First violation** → Passenger and nighttime restrictions (see above) will apply until you're 18. We'll send a warning letter to you and your parent or guardian for any of the following:
 - Getting a ticket for violating restriction
 - Getting a ticket for violating a rule of the road

- Involvement in an accident where:
 - You get a ticket or are determined to have caused the accident*
 - No one involved in the accident receives a ticket
 - The cause of the accident can't be determined*
 - Your car was the only vehicle involved in the accident

Second violation → We'll suspend your license for 6 months or until you turn 18, whichever comes first. We'll notify you and your parent or guardian before we take any suspension action.

Third violation → We'll suspend your license until you're 18. We'll notify you and your parent/guardian before we take any suspension action.

PARENT / GUARDIAN VERIFICATION

I acknowledge that I have received and read information regarding [Intermediate Drivers License \(IDL\) restrictions and requirements.](#) (Parent/Guardian initial HERE) _____

I acknowledge that I will also receive information regarding [Intermediate Drivers License \(IDL\) restrictions and requirements](#) during the scheduled Parent Orientation. (Parent/Guardian initial HERE) _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____