



3123 56th Street NW Suite #15  
Gig Harbor, WA 98335

(253) 851-4164

**STUDENT / FAMILY / SCHOOL CONTRACT**  
(In accordance with Washington State Department of Licensing)

**TUITION, FEES, & REFUNDS**

- **Tuition: \$500** *{if paid in-full by cash, check or Credit Card at the time of registration}* or **\$525** *{if placing \$250 down with balance paid in-full by the fourth week of course}*.
- If the student is a "no-show" to a scheduled Behind-The-Wheel (BTW) session, a \$30 fee will be assessed.
- Additional BTW sessions needed to successfully complete the course requirements are \$50 each.
- Lost or damaged textbook fee is \$90.
- Refunds will only be issued before the first scheduled class. No refund will be issued if the applicant received an Instruction Permit through A Driving School of Gig Harbor Inc.
- Refunds are subject to a \$35 administration fee.

**ATTENDANCE**

- Student is required to be fifteen (15) years old by the first class session.
- Student is expected to arrive on time and attend all scheduled sessions.
- Student may incur three (3) absences/tardies during the course, but each will result in a mandatory make-up session. Make-up sessions will be scheduled by the instructor and will cover material and/or exams previously missed.
- Minimum duration for the course is 30 days. For extreme situations that may arise, the maximum time to complete the course is 22 weeks, (5 months).
- Failure to complete the course requirements within the maximum time frame may result in the student being "dropped" from the course. In order to receive his/her certificate of completion, the student may then need to retake the course and repay tuition.
- A student will not be allowed to enroll after the first three classes of the course have been completed.

**INSTRUCTION**

- Student must have his/her driving permit by the end of the first week of the course.
- A driver's instruction permit must be shown to the BTW instructor before each driving session (6 total). A "no-show" fee (\$30) will be assessed if the student fails to bring his/her permit to a scheduled driving session.
- Each student is required to conduct at least five BTW observation. Tardiness may result in the BTW instructor leaving without you.
- To receive the Traffic Safety Education Certificate at the end of the course, the student must have: *attended 30 hours of classroom instruction; completed ALL written work; earned 80% or better on ALL exams; completed six, 1-hour BTW sessions; completed 5-hours of BTW observation; and have his/her account paid in-full.*

**STUDENT CONDUCT**

- Cell phones are to be turned off or on silent mode during classroom instruction. Disruptive and disrespectful behavior will result in a parent-instructor conference. Further inappropriate behavior could result in a student being removed from the course.
- There is no smoking allowed on the premises. Illegal activities on the premises will result in the student being removed from the course.

**FAMILY INVOLVMENT**

- To ensure student safety, families are expected to pick up the student promptly after each classroom and BTW session.
- To avoid a "no-show" fee for BTW sessions, a 48-hour advance notice of cancellation is required (call our office @ 253-851-4164)
- Please allow ample time for the student to practice BTW skills learned during the course sessions. (WA DOL requires 50 additional hours of BTW practice prior to applying for a driver's license, including 10 hours of nighttime driving).

***Please sign and return bottom portion to the instructor. Keep the top portion for your reference***

**"A" Driving School of Gig Harbor, Inc.**

*I have read and understand the Student/Family/School Contract, including information about Washington's intermediate licensing requirements, restrictions, penalties, and organ donor procurement program: (<http://www.dol.wa.gov/driverslicense/teens.html>) & (<http://www.dol.wa.gov/driverslicense/organdonor.html>)*

\_\_\_\_\_ Student (Print)

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Parent/Guardian (Print)

\_\_\_\_\_ Parent/Guardian Signature