



STUDENT POLICIES AND EXPECTATIONS

1. All students must be a minimum of 15 years old on the first day of the class session the student is registered for.
2. Students are not allowed to start after the 3rd class session.
3. Students must attend 34 hours of classroom that includes 4 hours of Driver Zed, a total of 17 classroom sessions #1 to 17.
4. All NDS Teen courses are a minimum of 30 days and no longer than 6 months.
5. It is **REQUIRED**, that all classroom sessions (#1-17), a minimum of 5 drive sessions, a minimum of one-hour driver observation, course final exam (passed with no less than 70%) and all tuition and fees have been **completed within six (6) months from the start date of class**. If students have not completed all requirements with in the required period, students **MUST** repeat the course at their own expense. **NO EXCEPTIONS BY DOL ARE ALLOWED.**
6. Late arrival will result in an absence from the class or drive. Please be on time.
7. Students must sign in at each classroom session, failure to sign in results in an absence with no credit given for that class and it will need to be retaken. This includes make up sessions.
8. All classroom sessions last for two hours, most drives last for two hours, one hour for driving and one hour of observation. Students should be picked up promptly when their session ends.
9. Students are **only allowed** to miss 3 classroom sessions during the course per WAC 308-108-150. All missed classroom sessions must be made up. The make-up classroom session must be the same classroom session number as the one missed.
10. Students can attend one regular scheduled class and one make up class session per day. Classes can be made up at any of our Whatcom County locations the next time that class is offered.
11. The classroom final test is 75 questions multiple choice. Students must earn a 70% or better on the final test to pass our course. If the student fails, the final test it must be retaken, at no additional fee, and passed with a minimum of 70%. To make up a test the student can attend any classroom session with the exception of #1 at any of our locations or during office hours at our Bellingham location. There is no need to call in advance.
12. A Washington State Driver's Guide must be picked up at DOL or downloaded from www.dol.wa.gov to be studied for the final test.
13. Completion documentation will be entered into the DOL database when all course requirements have been met including payment and fees paid in full.
14. If the balance of your account has not been paid by the last classroom session (#17) a \$10.00 monthly administrative fee will be added to your account until the balance has been paid in full. If your account is delinquent for more than 5 months, the account will be sent to collections. At that point you are responsible for all additional fees applied by the collection agency.
15. Cancelling drives is not encouraged. Drive times are specifically scheduled for you. If you do have to cancel a drive please provide a minimum of **24 hours' notice** to Nelson Driving School, LLC. Notice can be given on our website at <http://www.nelsondrivingschool.com> in the drop down menu under Teen Information. If a student misses a scheduled drive or does not bring their permit, without 24 hours' notice there will be a charge of \$40.00 per missed drive. Due to unforeseen circumstances NDS may have to cancel a drive with less than 24 hours' notice. In that instance you will not be eligible for a \$40 credit or refund due to short notice.
16. You will be assigned a minimum of 5 hours of driving time (more if you purchased additional sessions). We strongly encourage you to have 20 hours of practice before your 5th drive.
17. A drive lesson cannot be scheduled at the same time a student is in class and no more than 1 drive session per day.
18. All drive lessons begin and end from the location listed on their drive schedule. There is a location key at the bottom of the drive schedule.
19. Students will receive an evaluation sheet after their fifth drive. This is to inform parents of their teen's progress and needs. Please take the time to review this sheet with your son or daughter. Additional driving time is available for a discounted rate of \$60.00 per hour.
20. Nelson Driving School, LLC prohibits the possession and use of drugs, alcohol, tobacco and weapons. Involvement will result in immediate expulsion without a refund.
21. All electronic devices, including cell phones must be **turned off** before entering the classroom or car. All electronic devices must remain off for the entire session. Violation of this policy will result in an absence for that session and you will be required to retake that session.
22. No Slip on shoes or flip flops are allowed during drive sessions.
23. Respect property. Vandalism will result in expulsion from the program without a refund.
24. Refrain from profanity. Use of inappropriate language may result in an absence and the class will need to be retaken.
25. Bring Student/Parent Guidebook (provided by NDS), WA Driver's Guide (obtained from DOL or downloaded from the DOL website), and driving permit to each class session.
26. Accept constructive feedback with maturity, understanding the intent is for developing safe and responsible drivers.

TUITION/PAYMENT: Payable at the first classroom session

1. Cash and money orders, checks (made out to Nelson Driving School, LLC), and Visa or MasterCard are all acceptable forms of payment.
2. Tuition is nonrefundable after the first class session.
3. Course completion information will be entered into the DOL database upon completion of classroom sessions, behind the wheel sessions, and tuition/fees must be paid in full.
4. NSF checks will result in a \$50.00 fee for each occurrence.
5. All Teen Package fees are on our website at www.nelsondrivingschool.com/pricing
6. Please call for payment arrangements if necessary. Additional fees may be applied.

If you have any concerns or questions, please call (360) 756-8777 or email to info@nelsondrivingschool.com.



Lynden ♦ Bellingham
Mt Baker HS ♦ Blaine HS ♦ Meridian HS ♦ Nooksack HS

Nelson Driving School, LLC

www.nelsondrivingschool.com ♦ (360) 756-8777
2300 James St, Suite 103, Bellingham WA 98225

STUDENT/PARENT ACKNOWLEDGEMENT

Student Name: _____ Acct. #: _____ Class #: _____

Please check our website at www.nelsondrivingschool.com for links for the following documents:

Parent Initial each item:

_____ **Living Legacy-Organ Donation Brochure**
<http://www.nelsondrivingschool.com/organ-donation.html>

_____ **WA State intermediate license law information**
<http://www.dol.wa.gov/driverslicense/teens.html>

_____ **NDS Student Policies and Expectations**
<http://www.nelsondrivingschool.com/nds-student-policy-and-expectations.html>

_____ **6 Month Completion Policy- (Part of NDS Student Policies and Expectations)**

It is REQUIRED, that all classroom sessions (#1-17), a minimum of 5 drive sessions, a minimum of one-hour driver observation, course final exam (passed with no less than 70%) and all tuition and fees have been completed and paid within the six months from the start date of class. If students have not completed all requirements within the required period, students may have to repeat the course at their own expense. DOL ALLOWS FOR NO EXCEPTIONS.

I acknowledge that I have read and understand the Nelson Driving School, LLC Student Policies and Expectations as well as the state required information regarding WA state intermediate license laws and the Living Legacy-Organ Donation Brochures located on our website. Payment is due the first day of class. All tuition fees are required to be paid by the end of the course unless other arrangements have been made. If necessary copies of these documents can be provided to you upon request.

Student Signature

Date

Parent Signature

Date

PLEASE RETURN SIGNED TO FIRST DAY OF CLASS

OFFICE USE ONLY

Amount Paid _____ FOP _____ Date Paid _____ Rec'd by _____