



## TEEN STUDENT POLICIES AND EXPECTATIONS

### General 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 enroll after the 3rd class session of any given course.
3. All Nelson Driving School, LLC (NDS) Teen courses are a minimum of 30 days and no longer than 6 months in length.
4. 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 within the 6-month period, students MUST repeat the course at their own expense.
5. Late arrival will result in an absence from the class or drive. Please be on time. Leaving early from class will result in an absence.
6. A Washington State Driver's Guide must be picked up at DOL or downloaded from [www.dol.wa.gov](http://www.dol.wa.gov) to be studied for the final test.
7. When all course requirements have been met, including payment and fees paid in full, the course completion documentation will be entered into the DOL database.
8. Nelson Driving School, LLC prohibits the possession or use of drugs, alcohol, or tobacco. Weapons are not allowed at Nelson Driving School, LLC. Violation of this policy will result in immediate expulsion without a refund.
9. All electronic devices, including cell phones must be turned off before entering the classroom or instruction car. All electronic devices must remain off for the entire session, including breaks. Violation of this policy will result in an absence for that session and the student will be required to retake that session. Continued violations may result in expulsion from the course.
10. Slip-on shoes or flip flops are not allowed while driving NDS instruction vehicles.
11. Respect property. Vandalism will result in expulsion from the program without a refund.
12. Refrain from profanity and/or inappropriate behavior. Use of inappropriate language and/or behavior may result in an absence and the class will need to be retaken. Repeated violations could result in expulsion from the course.
13. 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 and drive session.
14. Accept constructive feedback with maturity, understanding the intent is for developing safe and responsible driving habits.
15. Nelson Driving School, LLC reserves the right to make changes to classroom schedules without prior notice to parents/guardians and students. Please check our website for the most updated schedule.
16. Students are encouraged to login to their student account to verify personal information, billing information, check drive schedules, check class schedules, and check attendance records. To Login please visit our website at <http://www.nelsondrivingschool.com/student-login.html>



## Classroom Polices

1. Students must attend 34 hours of classroom that includes 4 hours of Driver Zed for a total of 17 classroom sessions (#1 – 17).
2. Students must sign in at the beginning of each classroom session. Failure to sign in results in an absence with no credit given for that class and the class will need to be retaken. This includes make up sessions.
3. Late arrival will result in an absence from the class or drive. Please be on time. Leaving early from class will result in an absence.
4. All classroom sessions last for two hours. Students should be picked up promptly when their session ends.
5. 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. If a student misses a 4<sup>th</sup> class, the student will be unenrolled for the course and all drives cancelled. Students may appeal to Department of Licensing to be re-instated in the course. NDS will honor DOL's decision about re-instatement. In case of a denied appeal the student can re-register for another course at a discounted rate of \$325.
6. Students may attend one regularly 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. Each missed class is counted as an absence regardless if class has been made up prior to end of the course.
7. The classroom final test is 75 multiple choice questions. Students must earn a 70% or better score 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 may attend any classroom session, except for #1, at any of our locations or during office hours at our Bellingham or Lynden locations. There is no need to call in advance. NDS course final **IS NOT** a WA State Knowledge Exam.
8. A Washington State Driver's Guide must be picked up at DOL or downloaded from [www.dol.wa.gov](http://www.dol.wa.gov) to be studied for the final test.
9. Nelson Driving School, LLC reserves the right to make changes to classroom schedules without prior notice to parents/guardians and students. Please check our website for the most updated schedule.

## Behind the Wheel/Drive Policies

1. Students must have their permit within the first 7 days of the 1st class session.
2. All students must provide a valid permit at all drives sessions.
3. Late arrival will result in an absence from the drive. Please be on time.
4. 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.
5. Cancelling drives is not encouraged. Drive times are specifically scheduled for you. If you do have to cancel a drive a minimum of 24 hours' notice to Nelson Driving School, LLC is required.
6. If a student misses a scheduled drive without 24 hours' notice or does not bring their permit, 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.
7. Notice must be given on our website at <http://www.nelsondrivingschool.com>. The form, cancel drive, can be found in the drop-down menu under Teen Information.
8. We strongly encourage you to have 20 hours of practice before your 5th drive.
9. A drive lesson cannot be scheduled at the same time a student is in class. The student may drive no more than 1 drive session per day.



10. 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.
11. At the conclusion of their fifth drive students will receive an evaluation sheet. 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 at a discounted rate of \$60.00 per hour.
12. If a student cancels drives and has a balance on their account drives will not be rescheduled until balance is paid in full. Students will need to fill out a request on the nelsondrivingschool.com website to rescheduled drives. From our website Click on Teen Information then from the drop-down menu click on schedule drive and then follow the prompts.
13. If 3 scheduled drives are missed without 24 hours' notice it could result in expulsion from course.
14. Nelson Driving School, LLC reserves the right to make changes to classroom schedules without prior notice to parents/guardians and students. Please check our website for the most updated schedule.
15. If payment is not paid in full on the first-class session the student will only be scheduled 3 drive sessions until payment has been made in full. Once payment has been made in full the student will need to request that the remaining drives to be scheduled. Go to our website, nelsondrivingschool.com. Put your cursor on Teen Information then from the drop-down menu click on schedule drive and then follow the prompts.

## Payment Policies

1. Course tuition (payment) is due on the first-class session.
2. Cash, money orders, checks (made out to Nelson Driving School, LLC), and Visa or MasterCard are acceptable forms of payment. Payment can be made on our website, at the first-class session or at our Bellingham or Lynden offices during regular business hours. Please see our website for location information.
3. Course tuition and fees are all **non-refundable. No refunds.**
4. Course completion information will be entered into the DOL database upon completion of classroom sessions, drive sessions, and all tuition/fees paid in full.
5. NSF checks will result in a \$50.00 fee for each occurrence.
6. All Teen Package fees are listed on our website at [www.nelsondrivingschool.com/pricing](http://www.nelsondrivingschool.com/pricing). Prices and packages are subject to change without prior notice.
7. Please call for payment arrangements if necessary. Additional fees may be applied.
8. If the balance of your account has not been paid in full 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.
9. If payment is not paid in full on the first-class session the student will only be scheduled 3 drive sessions until payment has been made in full. Once payment has been made in full the student will need to request that the remaining drives to be scheduled. Go to our website, nelsondrivingschool.com. Put your cursor on Teen Information then from the drop-down menu click on schedule drive and then follow the prompts.

If you have any concerns or questions, please call (360) 756-8777 or email to – [info@nelsondrivingschool.com](mailto:info@nelsondrivingschool.com) or visit our website at [www.nelsondrivingschool.com](http://www.nelsondrivingschool.com)