



FREEDOM DRIVING SCHOOL

Student Agreement

These policies are to help the student and the parent/guardian to understand the responsibilities of both the student and Freedom Driving School. This document and agreement includes four parts of important policies for Freedom Driving School; students and parents/guardians are responsible for reading, acknowledging, and following all policies and procedures as outlined. No instruction may occur until this agreement is signed by students and parents/guardians.

Classroom:

- The student must be at least 15 years of age prior to the first day of class.
- It is recommended that all students bring a notebook and writing utensils(s) for classes.
- Washington State requires a total of 30 hours of classroom instruction, by a certified instructor. Students are required by the Department of Licensing to attend and pass ALL classroom sessions.
- All classroom education and instructional drives must be completed in no less than thirty (30) days and no longer than twenty-four (24) weeks from the start of class.
- If for any reason a student misses a class, that exact class session/curriculum must be made up prior to the final class. The make-up class will be in a group setting, carrying a fee of \$65. If the makeup-class needs to be a private class, scheduled by an instructor, it will carry a fee of \$95. These fees will need to be paid prior to, or upon arrival, of the make-up class session. If scheduled to have a private class and student fails to appear, the class will still need to be paid for at \$95.
- If a student is more than 10 minutes late for a classroom session, the student will not be allowed into the class, and will be required to attend a make-up class at the fees explained above.
- **Any student who misses more than three (3) classes will automatically be dropped from the course and marked as "Incomplete" with the Department of Licensing. Any monies owed will immediately be required to be paid in full. No monies will be refunded.**
- On the final day of class, there will be an End of Class Final to assist in completing the Driver's Education Course. This is a required exam which is different from the 40-question WA DOL Knowledge Exam (Written Exam). The student must pass the End of Class Final with an exam score of 80% or higher. For the student to have access to the End of Class Final, the student must have attended all classes, and all tuition must be paid. The End of Class final needs to be passed before they can schedule Drive



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#6. If the student does not pass the final, a \$50.00 retake fee will be required for two (2) more attempts. Retakes need to be scheduled ahead of time.

- All electronics must be turned off in class unless the instructor says otherwise. If this rule is not followed, the student will be asked to leave class and will be charged the \$65 or \$95 make-up class fee (whichever applies, as stated above).
- Students are required to stay awake during class. If a student falls asleep, there will be one (1) warning given. The student may be encouraged to change seating location or asked to stand to aid in alertness. If the student falls asleep after the one (1) warning, they will be asked to leave class and will be charged the \$65 or \$95 make-up class fee (whichever applies, as stated above).
- Students should be prepared for drive lessons to take place outside of classroom time to meet scheduling needs. The policy for appropriate shoes is as follows: students are required to have appropriate footwear for the drive lesson to take place. Footwear is a very important part in the safety of the student and the instructor. Choose shoes that enclose your entire foot without a fashionable heel/sole (tennis shoes are a great choice). Inappropriate footwear consists of but is not limited to sandals, slides, crocs, flip-flops, high-heels, wedges, slippers, or bare feet.
- **Students need to choose clothing that is comfortable and allows for range of motion. Appropriate clothing is required for both in-class and drive lessons. Students need to wear shirts with a sleeve (no tank tops or sleeveless shirts). Hemlines on all student shorts and skirts must be at the knee or lower when standing so that when sitting it does not hike up too high for sitting at tables. Students are not permitted to wear crop-tops, sheer-tops, beachwear, or bedroom attire. Fashionable holes, rips, and tears on pants should not go above the knee nor be located on the chest.** Failure to adhere to this will result in the student being asked to leave class and the student will be charged the \$65 or \$95 make-up class fee (whichever applies, as stated above).
- All the same policies for classroom as stated above apply to private classes.

Instructor Drives:

- Students are required by the DOL to complete five (5) 1-hour instructor drives and one (1) 2-hour observation drive (accompanied by another student, each student will drive for 1 hour and observe 1 hour). All six (6) drive lessons should be completed within twenty-four (24) weeks of the class start date. If the student is unable to complete drives



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and does not attempt to schedule drives in a timely manner, the student will be dropped from the course and marked as “Incomplete” with the Department of Licensing.

- After 4 no-show drives, the student will be dropped from the course and marked as “Incomplete” with the Department of Licensing.
- All Fees and tuition that are not paid by the 24 week deadline will be sent to collections.
- The student will be supplied with a logbook, to log the hours of driving practice. This logbook is a company requirement and must be brought by the student to EVERY instructor drive. After the first instructor drive, **the student will be REQUIRED to complete a minimum of three (3) hours of practice drive time, with an adult driver, between the instructor drives.** If the logbook or the three (3) hours of practice have not been completed, the drive will be considered a missed drive. The student will then pivot from the scheduled drive to a private drive, carrying a fee of \$98. This drive will cover the skills from the previous drive without new materials being covered. The student will then need to practice the three (3) hours before new material is covered in the next driving progression.
- In the logbook, the instructor will outline what has been worked on during the drives and what needs to be practiced prior to the next instructor drive.
- The student must supply the instructor with their Instruction Permit (issued by the WA State Department of Licensing) before EVERY instructor-led drive lesson, it must be a physical copy, pictures of their permit are not allowed. If, for any reason, the student does not have their permit, they will be charged a \$98 missed drive fee.
- Once a student or parent/guardian schedules an instructional drive, if the student needs to cancel or reschedule, this needs to be done a minimum of three (3) working days (72+ hours) prior to the appointment. After that time, the student is required to attend the drive lesson. Failure to appear will result in a \$98 missed drive fee.
- If the student is more than ten (10) minutes late for a drive lesson, the drive lesson will be cancelled, and there will be a \$98 missed drive fee applied.
- **Students are required to have appropriate footwear for the drive lesson to take place. Footwear is a very important part in the safety of the student and the instructor. Choose shoes that enclose your entire foot without a fashionable heel/sole (tennis shoes are a great choice. Inappropriate footwear consists of but is not limited to sandals, slides, Crocs, flip-flops, high-heels, wedges, slippers or bare feet.** Your instructor will check your footwear prior to the drive. If you arrive in inappropriate footwear, there will be a \$98 fee applied and the drive is cancelled and will need to be rescheduled.



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- **Students need to choose clothing that is comfortable and allows for range of motion. Appropriate clothing is required for both in-class and drive sessions. Students need to wear shirts with a sleeve (no tank tops or sleeveless shirts). Hemlines on all student shorts and skirts must be at the knee or lower when standing so that when sitting it does not hike up too high for drives. Students are not permitted to wear crop-tops, sheet tops, beach wear, or bedroom attire. Fashionable holes, rips, and tears on pants should not go above the knee nor be located on the chest.** If you arrive in inappropriate attire, there will be a \$98 fee applied and the drive lesson is cancelled and will need to be rescheduled.
- The instructor will evaluate the student's driving skills for each session. These evaluations will provide the student with what they need to practice, to improve their driving capabilities. Most of the drive lessons are evaluated on a Pass (P) or Fail (F). If the drive lesson is a failure, it is required that the student reschedules another drive lesson, but a \$98 fee will be assessed. The student will then repeat that drive, for example: if the student fails Drive 4 then the rescheduled or the next scheduled drive lesson will be a Drive 4, with a \$98 fee.
- If the Driving Instructor is late, due to traffic or other unforeseen circumstances, i.e., freeway drive, the student is required to wait at the pickup location for fifteen (15) minutes. After the fifteen (15) minutes, the drive will be rescheduled. No fee is assessed.
- Smoking is PROHIBITED in any of Freedom Driving School's vehicles.
- Cell phones MUST be turned OFF during all drive sessions.
- Extra drive lessons (private drives) are available for any student that needs or desires additional instruction. We provide single (90-minute) drives for \$199, a package of three (3) 90-minute drives charge a \$575, four (4) 90-minute drives for a charge of \$721, six (6) 90-minute drives for \$1,114, or eight (8) 90-minute drives for \$1,432. These extra lessons (private drives) must be paid in full when signing up for the first drive. All the same policies for drive lessons, as stated above, apply to private drive lessons.

Other Information

- Freedom Driving School provides our AAA Driver's Training, How to Drive course which comes with our Elite Course Package for a tuition of Eight Hundred Fifty-Nine dollars (\$859), our Premiere Course Package for a tuition of Seven Hundred Fifty-Nine dollars (\$759), or our Basic Course Package for a tuition of Six Hundred Fifty-Nine dollars (\$659),



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less any special offers. Our online package for a tuition of Seven Hundred- Thirty Nine dollars (\$739)

- There is a **\$200 non-refundable** deposit to guarantee a position in class for either tuition package. The deposit is subtracted from the full tuition.
- Our Elite Course Package contains thirty (30) hours of classroom training, five (5) 1-hour instructor drive lessons, up to six (6) 2-hour observation drive lessons (accompanied by another student, each student will drive for 1 hour and observe 1 hour), two (2) attempts at the WA DOL Online Knowledge Exam (Written Exam), one (1) attempt at the WA DOL Skills Exam (Drive Exam) with one (1) 1-hour warmup prior to the exam with an available instructor. The drive lessons and observations are completed concurrently during the same 2-hour drive slot. The WA DOL Knowledge Exam requires the student to have a License eXpress account already created before the student comes in for their exam. The Skills Exam will be done at Freedom Driving School, in a Freedom Driving School vehicle. If you need to reschedule classroom drives, you must contact us 72+ hours prior to the drive to avoid the fee. **If a student is over 10 minutes late or does not show up to their one (1) included 1-hour warmup the attempt will be forfeited. If a student is late for their scheduled appointment time for their one (1) included WA DOL Skills exam the attempt will be forfeited. The student will be required to pay the current WA DOL skills exam fee to reschedule.**
- Our Premiere Course Package contains thirty (30) hours of classroom training, five (5) 1-hour instructor drive lessons, up to six (6) 2-hour observation drive lessons (accompanied by another student, each student will drive for 1 hour and observe 1 hour), two (2) attempts at the WA DOL Online Knowledge Exam (Written Exam) and one (1) attempt at the WA DOL Skills Exam (Drive Exam). The drive lessons and observations are completed concurrently during the same 2-hour drive slot. The WA DOL Online Knowledge Exam requires the student to have a License eXpress account already created before the student comes in for the exam. The Skills Exam will be done at Freedom Driving School, in a Freedom Driving School vehicle. If you need to reschedule classroom drives or your WA DOL Skills Exam, you must contact us 72+ hours prior to the drive or exam to avoid the fee. **If a student is late or does not show up to their one (1) included attempt at the WA DOL Skills Exam, their one (1) included attempt will be forfeited, and the student will be required to pay the current Skills Exam fee to reschedule one (1) attempt to the WA DOL Skills Exam.**
- Our Basic Course Package contains thirty (30) hours of classroom training, five (5) 1-hour instructor drive lessons, and up to six (6) 2-hour observation drive lessons (accompanied



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by another student, each student will drive for 1 hour and observe 1 hour). This package does **NOT** include the WA DOL Online Knowledge Exam or WA DOL Skills Exam. The drive lessons and observations are completed concurrently during the same 2-hour drive slot.

- Our Online Package Contains thirty (30) hours of classroom training, five (5) 1-hour instructor drive lessons, and up to six (6) 2-hour observation drive lessons (accompanied by another student, each student will drive for 1 hour and observe 1 hour), one (1) at the WA DOL Online Knowledge Exam (Written Exam).
- Freedom Driving School offers a Payment Plan for those who elect to not pay the full tuition at the beginning of class. The \$200 non-refundable deposit when initially enrolled is due when enrolling a student, regardless of use of Payment Plan. The plan carries an additional fee of \$100 and all monies (tuition and any required fees) are due at the beginning of the final in-class session or by the student's third drive lesson. Should a student's account carry a balance after the final class begins, the student must attend the final class session, but cannot complete the End of Class Final, and also cannot schedule the remaining drives until all the fees are paid. These important steps are required for a student to complete their Driver's Education Course and satisfy DOL requirements.
- Freedom Driving School accepts payments via cash, check, or card. The cards that are accepted are Visa, Mastercard, or Discover cards and will contain a 3% processing fee. All returned checks will be charged a \$100 NSF fee.
- If a student must withdraw from the course prior to the FIRST day of class, there will be two (2) options given: A refund of tuition less the \$200 non-refundable deposit or transferring the student to another class session within the same year (12 months) without fee.
- Once a student has attended one (1) class, there will be no refund of tuition that has already been paid, and the remaining balance is required to be paid by the third week of class.
- Freedom Driving School refuses to enroll new students in a driver's education course after the first three (3) classes have been completed.
- If there is a medical issue that will jeopardize the safety of the student/instructor, that is not disclosed to Freedom Driving School during the enrollment process, we reserve the right to discontinue the course. Any paid tuition will not be reimbursed, and the remaining balance of the account must be paid in full.
- Freedom Driving School's insurance does not permit us to have pregnant students in vehicles. Should a student become pregnant during the course, please notify



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management so a plan specific to the student can be determined for their continued success.

- If the student is removed from class due to any behavioral issues or cheating, FDS will discontinue the course, and the student will not be able to re-enroll or test at any of the Freedom Driving School's facilities. Any paid tuition will not be refunded, and the remaining balance will be due immediately.
- If a student shows up for class or an instructor drive lesson in any sort of intoxicated or drug induced condition, the student will be dropped from the course and any unpaid tuition will be due immediately. The student will not be able to re-enroll or test at any of the Freedom Driving School facilities. Any paid tuition will not be refunded, and the remaining balance will be due immediately.
- If a student does not disclose a conviction or legal complication prior to instruction or while engaged in tutelage at Freedom Driving School, which impacts their legal ability to drive or poses restrictions to driving, the student will be dropped from the course and any unpaid tuition will be due immediately. The student will not be able to re-enroll or test in any of the Freedom Driving School's facilities. Any paid tuition will not be refunded, and the remaining balance will be due immediately.
- If there is any vandalism done to FDS property (i.e., bathrooms, tables, chairs, walls, carpets, windows, cars, upholstery, seatbelts) the student may be subject for the replacement costs and will be dropped from the course. Any tuition that has been paid will not be refunded and any unpaid tuition or fees will be immediately due in full. The student will not be able to re-enroll or test at any Freedom Driving School facilities.
- After all classes and drive lessons are completed, all monies have been collected and the final test has been passed, the student will receive a certificate of completion. The student will then be marked as "Complete" with the Department of Licensing and will be able to move forward to the next steps in getting their license (WA DOL Online Knowledge Exam and Skills Exam).
- Washington State mandates that Freedom Driving School hosts a parent meeting. We make sure to send an invite to these meetings, and if one is unable to attend, we will provide a written summary.

Civility Agreement:

Freedom Driving School staff will treat parents, students, and other members of the public with respect and expect the same in return. FDS is committed to maintaining orderly educational and



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administrative processes to keep classrooms, instruction, and administrative spaces free from disruptions.

This policy promotes mutual respect, civility, and orderly conduct among FDS employees, parents, students, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but to maintain a safe, harassment-free workplace for all.

In the interest of providing role models to the children enrolled at Freedom Driving School, we encourage positive communication, and discourage volatile, hostile or aggressive speech and/or actions. FDS seeks cooperation from employees, parents, students, and other members of the public with this endeavor. The general manager of FDS has developed procedures for implementing this policy. These measures are available upon request.

I acknowledge that I have received information about Washington State’s Intermediate Licensing requirements, restrictions, and penalties.

Parent/Guardian Initials:_____

I verify that my student listed below is 15 years of age or older prior to the first-class session.

Parent/Guardian Initials:_____

I agree to and will abide by the terms and conditions of Freedom Driving School. I acknowledge that is there are any violations it could result in dismissal from the school.

Student Name:_____

(printed)

Student Signature:_____

Parent/Guardian Name:_____

(printed)

Parent/Guardian Signature:_____

Today's Date:_____