

## Interface Driving Academy course policies and procedures

---

- Student must be 15 years old on the first day they attend class and may not start class after the 3<sup>rd</sup> day
- Minimum course length is 5 weeks – Maximum course length is 9 months
- Class dates and Course start dates are subject to change, notification of any changes will be made by email
- The DOL Requires students make up all missed classes
  - If a student misses more than 3 classes, they may be dropped from the course
  - Students will have 45 days to make up a missed class
- Course fees
  - \$510 for the course
    - Wilbur-Creston students will receive a \$25 discount
    - If a student fails the course the cost to retake the course is \$400
  - \$60 Missed BTW Drive/Late Cancel fee (Less than 24 hours prior to the start time)
  - \$60 fee to retake a BTW Drive (See below for details)
  - \$65 1-hour practice drive
    - \$45 written report available by request
  - \$110 for a 1-hour practice drive using Hand Controls
  - \$60 returned check fee
  - \$10 per month finance fee on any unpaid balance after the last day of class
  - DOL Written test - One attempt included in course fees – additional attempts \$20
  - DOL Skills Test - \$40 for all attempts
  - Changing a tire course - \$20 classroom portion; \$45 for the hands-on parking lot portion (Completion of the classroom portion required prior to taking the Hands-on parking lot portion)

### Course structure and requirements

- 30 hours of classroom instruction
  - Minimum score of 80% on all examinations
- 5 hours of Behind the Wheel (BTW) Instruction
  - Each BTW has several Critical Elements that students must master to successfully compete the drive. ***These Critical Elements relate directly to their ability to drive in a safe and predictable manner.*** The fee for a repeat drive is \$60.
    - At parent night you will be given a copy of the evaluation sheet for each drive that identifies the Critical Elements
- 4 hours of simulation training
- 1 observation drive

### Behind the Wheel Drives

BTW drives are booked online from our website with all drives beginning and ending at one of school locations. Student must have their permit with them to complete their BTW Drive. (no permit = a missed drive)

- Drive 1 Completed in weeks 1 – 3
- Drive 2 Completed in weeks 2 – 4
- Drive 3 Completed in weeks 3 – 5
- Drive 4 Completed in weeks 4 – 5
- Drive 5 must be completed after the last day of Class
  - Students are unable to book their 5<sup>th</sup> drive if they have a balance remaining on their account

# Interface Driving Academy course policies and procedures

---

The observation drive will be schedule at their classroom and should be completed before the last day of class

There must be a minimum of 5 days between BTW Drives, this gives parents the opportunity to schedule some practice times between drives.

## Refunds

- There are no refunds given after the 1<sup>st</sup> day of class and any unpaid balance is due at that time.
- All refunds are subject to a \$50 administration fee.

## Payment Plan

- \$50 is due at the time you enroll for class; your seat is not secure until this payment is made
- \$100 is due on the 1<sup>st</sup> night of class
- The balance remaining on the account is due by the last day of class, any student with a balance beyond this point will be charged a \$10 late fee for each month with the first late fee charged the day after class ends.

I agree to pay all course fees and all cost associated with collecting any unpaid balance.

Consent for Audio and Video recording: Audio and Visual records are made of all BTW Drives and any activity occurring in our Classroom/Testing area. This is done to protect our students, customers and staff; the records will remain private and will not be broadcast or shared without your expressed permission. We do reserve the right to use these records for training purposes without your expressed consent. By signing the Policies and Procedure form I am allowing Interface Driving Academy to record a Visual and Audio record of me.

We received a copy of Washington's Intermediate Licensing Requirements, Restrictions & Penalties. \_\_\_\_\_ (Initial)

We will give our New Driver at least 2 hours of driving practice per week for the duration of the course. \_\_\_\_\_ (Initial)

We understand and accept that IDA will not certify with the Department of Licensing our student has completed the course until all course requirements are met and all tuition and fees paid.

We understand and accept that students may fail the course for the following reasons

- Failing the course final exam 3 times (All retakes are scheduled in advance and taken in person at 329 W Hastings Rd.) Appointments to retake the final may be cancelled by calling our office 509.474.9222 or emailing us at [info@interfacedrivingacademy.com](mailto:info@interfacedrivingacademy.com); Failing to cancel at least 6 hours prior to the test start time or failing to show up to take the exam will be considered a failed exam.
  - Students taking the test for the 3<sup>rd</sup> time or students with a current IEP may have the test read to them. Students must request an oral test and provide a copy of the IEP if requesting accommodations
- Being disruptive or inattentive during class (Students and Parents will receive 1 warning prior to student failing class)
- Not following instructor advice during a Behind the Wheel Drive resulting in an increased risk to student and instructor (Students and Parents will receive 1 warning prior to student failing class)
- Not making up missed classes within 45 days of missing a class
- Not completing course requirements within 9 months of their start date

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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