

Arlington Community Education

Driver Education Program

Summer 2015

Dear Parent & Student:

CS Driving School has contracted with Arlington Community Education to offer Driver Education to students wishing to obtain their Certificate of Driver Education.

The Complete Driver Education Program consists of 30 Hours Classroom Instruction, 12 hours Behind-the-Wheel Instruction, 6 hours Observation and a 2-hour Parent Class which is mandated by the Registry of Motor Vehicles.

Classroom instruction is for students who have reached the **minimum age of 15 years, nine months (15.9) by the first day of classroom instruction**. Once students are 16-years-old and have a Massachusetts Learner's Permit, they may also begin Behind-the-Wheel instruction; CS Driving School must have student's permit **on file prior to scheduling Behind-the-Wheel Instruction**. Behind-the-Wheel lessons are scheduled directly through CS Driving School at 781-891-0460, and are available seven days per week between 8am and 8pm; students can be picked up at Arlington High or any other location in Arlington.

Fees

Make out **two** checks: One for CS Driving School; and one for Arlington Community Education (see details below):

\$550.00 **Made payable to CS Driving School**

AND...

\$60.00 **Made payable to Arlington Community Education**

Fees Include

Fees cover 30 hours Classroom Instruction, 12 hours Behind-the-Wheel Instruction, 6 Hours Observation, and 2-hour Parent Class. Students enrolling in any Accelerated or Flexible Class should be able to attend all 5 days of class. Students can make-up classes, if necessary, but must sign up to reserve their spot. Contact CS Driving School for make-up dates.

Why Get a Driver Education Certificate

Provided a student has held their Learner's Permit for at least 6 months and has a clean driving record, a Certificate of Driver Education Completion will allow a student to take their Road Test, and if they pass, obtain their Driver's License before age 18. Also, the Certificate will enable a student to obtain a reduction in car insurance for several years. Contact your insurance company for more information.

Advantages to Taking Driver Education through the Arlington Public Schools

The arrangements described in this letter have been made for the convenience of AHS students. Students will be able to complete their Classroom Instruction at the convenience of the high school. They will also have the convenience of pick-up and drop-off at any Arlington location (or vicinity) for Behind-the-Wheel Instruction.

Fees Do Not Include

Permit \$30: This will be paid to the RMV the day of the permit exam.

Driver Education Certificate \$15: This will be paid when all components of the Driver Education Program are complete. Once completed, the check should be made payable to MassDOT and dropped off at CS Driving School or given to your Driving Instructor on your last scheduled lesson. Students under 18 will not be able to schedule a Road Test until their certificate has been issued.

RMV License/Road Test Fee \$85: This fee can be paid the day the student takes their Permit Exam (*Highly Recommended*) or any time after the Learner's Permit has been issued by calling 857-368-8000. This fee must be paid before the student takes their Road Test.

CS Road Test Sponsorship Fee \$100 (Optional): This fee is paid directly to CS Driving School if a student would like CS Driving School to sponsor them at an Individual Road Test or Weekend Group Road Test. This fee includes the use of a CS Driving School Vehicle and a CS Driving School Instructor on Road Test Day.

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Student/ Parent Contract

As a student of the Arlington Community Education Driver Education Program, I agree to the following policies and understand the following rules:

- My age at the time of this registration is 15 years, 9 months or older.
- I understand that there are no refunds after 30 days from receipt of registration and will make sure selected class does not interfere with any after-school activities.
- I must complete 30 hours of classroom instruction, 12 hours of behind-the-wheel instruction, six hours of observation and a two-hour parent class in order to be *eligible* to receive a Driver Education Certificate of Completion from the Registry of Motor Vehicles.
- If I miss a class for any reason, I must make up the missed class in a subsequent month. If I do not attend the make-up classes, I will not be eligible to pass the course.
- Tardiness and/or early departure from any session will count as a absence.
- The instructor has authority to drop any student from the program who is disruptive. The student will not be eligible for a refund.
- I understand that completion of this program will take at least six months.

Flexible Class Rules & Restrictions

There are 10 three-hour classes that make up the (30) hours of required classroom instruction. Each numbered class (1-10) has a focused topic(s) that allow you to make up a designated class at another time.

- Students can make up classes but they must sign up to reserve a seat.
- All classes must reach the minimum enrollment of five students one week prior to the session start date or the class will be cancelled.

**Fees Paid to RMV
(checks payable to MassDOT)**

- **Permit \$30:** Paid to RMV the day of student's permit exam.
- **License Fee \$50 and Road Test Fee \$35:** We recommend that you pay these fees on the day of the student's Permit Exam. You also have the option to pay these fees any time after the Permit has been issued by calling 857-368-8000. These fees must be paid before student goes on Road Test, or License will be delayed.
- **Driver Education Certificate of Completion \$15:** When the student has completed all components of the Driver Education Program, CS Driving School will mail your check to the RMV. The check is made payable to MassDOT and delivered to CS Driving School or given to CS Driving Instructor at student's last driving hour. Students under 18 will not be able to schedule a Road Test until the Certificate has been issued.

Cancellation Policies for Behind-the-Wheel Lessons

If for any reason you are unable to keep an appointment, a 24-hour notice is required for cancellation of all Behind-the-Wheel Instruction. **If a 24-hour notice is not received, you will be charged a \$40 cancellation fee.** You can conveniently cancel an appointment by calling CS Driving School at 781-891-0460 **during business hours** or by sending an email to contact@csdriving.com. Voicemails will not be accepted as proper cancellation. **Please note:** Students will not be able to schedule a Behind-the-Wheel lesson or be issued a Certificate of Completion if they have an outstanding balance on their accounts.

A student will be charged a \$40 cancellation fee if a 24-hour notice is not given for the following reasons:

- Student is more than 10 minutes late for driving lesson
- Student does not appear for scheduled lesson
- Student does not have their original permit, glasses/contacts in their possession
- A change in pick-up/drop off location

CS Driving School and Arlington Community Education are not responsible for any lost, stolen or damaged property while in the classroom or school vehicles.

By signing below, I have read and agree with the Terms of Service outlined above by Arlington Community Education and CS Driving School.

Student Signature (REQUIRED)

Parent/Guardian Signature (REQUIRED)

Date:

Date:

Arlington Community Education **Driver Education Registration Form**

To register: Complete registration form and contract, return with two checks to:
Arlington Community Education, Arlington High, 869 Mass. Ave. 02476

PLEASE PRINT

Student Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Date of Birth: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____ High School: _____

Learner's Permit:

Yes Permit #: _____ Date Obtained: _____ Expires: _____

No

Health Issues:

Yes Please Explain: _____

No

PARENT/GUARDIAN (1)

PARENT/GUARDIAN (2)

Name: _____

Name: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

CLASS CHOICE: (Classes held daily at AHS from 8:30 AM – 3:00 PM)

August session: 8/3-8/7/2015 (Parent class 8/6 @ CS Driving School, 6:30 – 8:30 PM)

	Session	Start Date

TUITION

Fees

Make out **two** checks: One for CS Driving School; and one for Arlington Community Education (see details below):

\$550.00 Made payable to CS Driving School

AND...

\$60.00 Made payable to Arlington Community Education

Include a COPY OF STUDENT'S LEARNER'S PERMIT, if applicable.

Note: There are no refunds after 30 days from receipt of your registration.