

Admiral Driving School LLC

(O) 301-460-8100

(Fax) 301-460-8004

2277 Bel Pre Rd

Suite 205

Silver Spring, MD 20906

www.admiraldrivingschoolmd.com

admiral2277@gmail.com

Student Enrollment

Applicant Information

Full Name:

First Name/Nombre

Middle Name

Last Name/Apellido

Address:

Street Address/Direccion

Apartment/Unit #

City/Cuidad

State/Estado

ZIP Code/Código Postal

Phone/Telefono

Email

Permit Number/Numero de permiso:

Date of Birth/Fecha de nacimiento:

Services

New Driver GLS Course (30 Hours) MVA Requirements		
Driver 6 hours behind the wheel		
Total	\$350	

Student Policies & Guidelines:

MVA requires new drivers to receive 30 hours classroom and 6 hours behind the wheel training. Minimum age for enrollment is 15 and 9 months years old. Students must present proof of age. Regular classroom hours are Monday to Friday 6:00 pm to 9:15 pm.

MVA require students to attend class in sequence.

Certificates are sent only after the successful completion of all classroom coursework, driving sessions and course examinations

Admiral Driving School fully complies with the letter and spirit of all state of Maryland Motor Vehicle Administration rules and regulations. Do not ask any employee of this institution to violate or make any exceptions to State Regulations. Please report violations to the school immediately

Admiral Driving School reserves the right to remove or dismiss any student who disrupts the classroom environment, distracts other students, fails to arrive on time, or for any act that is considered inappropriate or disruptive. The student, parent, or guardian will be held liable for damages.

These policies and guidelines in part or in a whole apply to all students registered for any class at any Admiral Driving School.

DRIVING EXPERIENCE (CIRCLE ONE)

NONE	LESS THAN 10 HOURS	10-20 HOURS	20-40 HOURS	40-50 HOURS	60 OR MORE
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Office Use Only

Amount Paid	Payment Type	Balance Due	Start Date	Start Time	Notes

WELCOME TO ADMIRAL DRIVING SCHOOL

REQUIREMENT FOR THE 36-HOURS DRIVING EDUCATION PROGRAM

Enrollment

A form of photo identification is necessary to enroll; a Learner's Permit, a State issued ID card or Passport.
A student may enroll any day before the start of class, or up to an hour prior before the start of class.

Payment

The course should be paid in full when registering, or if you need to make a payment plan please ask our receptionist. Please keep all your ADMIRAL DRIVING SCHOOL receipts of payments made.
Payments accepted: Cash or Debit cards. With credit cards a \$5.00 fee applies.

Theory Classes - 30 Hours

The law states that every student must receive all thirty hours of theory: no exceptions. Attendance is mandatory; all students must report for class everyday on time and remain for the duration of class. Any students who arrive more than fifteen (15) minutes after the start of class will not be allowed to enter. Students must return from any breaks promptly, failure to do so will be counted as an absence for that class. If any student misses a class, they must wait until the next program begins to make up any absences. If a student fails the exam the first time, they may repeat it one time without charge. If they should fail the test again, student will have to pay an additional \$20.00 for each time they must retake the exam after the 1st retake. Any student who is found committing any kind of fraud (i.e. cheating) will be removed from the class and may require to start over or be expelled and reported to the MVA.

Behind the Wheel (BTW) Classes - 6 Hours

The hours are divided into three classes of two hours each, and can be taken any day between Monday through Friday 8:00AM and 6:00PM and Saturday and Sunday 8am through 2pm
Students must have paid their balance in full before being scheduled for classes.
Driving classes are arranged only by the secretary, not by the instructors. The student must not make any special arrangements with the instructors.
To change/cancel a class, the student must notify the office during normal business hours at least 24hours before their class. Any student who arrives more than fifteen (15) minutes after their scheduled time will not be allowed to take their class.
Any students who fail to appear on time or cancels within 24 hours of their class will be charged a \$45.00 fine that they must pay before they can reschedule their class.
If the students fails the BTW evaluation, they must pay for (2) additional hours of BTW to be reevaluated.

Course Completion

As of November 21, 2008, MVA will no longer be issuing Driver Education Completion Certificates to students. Upon successfully completing the 36 Hours Driver Education Program ADMIRAL DRIVING SCHOOL will submit a student completion electronically to the MV A.
To have their records updated, students should come to the office and tell the secretary that they have completed their classes, and the student will be told by when their driving record will be updated.
The normal time required to update a student's record at MVA once a student notifies the office is 3 business days.
If a student schedules their Road Test at MVA before successfully completing the 36 Hour Program, ADMIRAL DRIVING SCHOOL will not be responsible for any problems that may arise.

Signature

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

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Refund Policy

Students that withdraw from the driver education program prior to completion and are within 18 weeks are entitled to a prorated refund according to the following schedule:

The total cost of the 30 hours of classroom is \$350 and 6 hours behind the wheel is \$270. **Behind the wheel instructions will be discounted from the total price when completing both parts of the course through our driving school, allowing you to take both parts of the program for the price of 350.**

Withdrawal prior to start: 100% of fees paid.

36 Hours GLS

Withdrawal after start:

In Class hours= 30

- Cost =\$50.00
- Prorate=\$5/3hr class not received

In Car hours =6

- Cost= \$270
- Prorate \$90/2hr class not received

BTW Sessions

- Cancels day of nor in 24 hours before lesson a \$45 no show/ cancellation fee will be applied.
- A student who is more than 15 minutes late will be subject to a no-show fee.

In addition to the monetary refund, students will receive documentation of any training that was completed on the appropriate Motor Vehicle Administration provided forms.

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

**With Every Right Comes a Responsibility
The Student and the Driving School**

1. Each student has the right to a certified competent instructor, knowledgeable about the curriculum and traffic safety issues. With that right each student has the responsibility to arrive prepared and on time for every class without such distractions as talking or text messaging on cell phones, being disrespectful to the instructor, or talking with other students in class.
2. Each student has the right to be taught the entire 30 hours of classroom instruction in an informative, interesting and challenging manner. With that right each student has the responsibility to be attentive and actively participate in every class.
3. Each student has the right to experience the full 6 hours of behind-the-wheel driving instruction as required in the curriculum. With that right each student will listen to the instructor and not drive in a negligent or dangerous manner.
4. Each student has the right to be treated in a courteous, civil and respectful manner. With that right each student always has the responsibility to be polite and respectful to the instructors and to be willing to accept positive criticism to help achieve driving success.
5. Each student has the right to attend class in a clean, safe, secure, temperature-controlled and fully equipped classroom that meets the local fire and building codes and MVA requirements. With that right each student has the responsibility to respect the property of the driving school by not defacing or destroying equipment or vehicles.
6. Each student and parent/driver coach have the right to visit the driving school, see the instructor’s license and certification, and observe any class session including in-car sessions, in which his/her student is included. With that right each parent/driver coach has the responsibility to refrain from interfering with the instruction, classroom or driving, while the class is in session.
7. Each parent/driver coach and student have the right to have the driver education program, including both the 30 hours of classroom instruction and the 6 hours of required driving time, completed **within 18 WEEKS of the first day of class**. With that right each parent/driver coach has the responsibility to take an active role in his/her student’s driver education by monitoring all progress, communicating with the driving school and/or instructor, and practicing with the student driver if he/she has a learner’s permit.
8. Each parent/driver coach and student have the right to place a complaint with the Motor Vehicle Administration regarding problems associated with the driving school or the instructor (**The number to call is 410-424-3751**). With that right each parent/driver coach and student have the responsibility to pay the driving school promptly for the driver education class and to alert the owner or manager of the driving school about any problems or complaints before contacting an outside agency.

I understand the rights and responsibilities of driving schools, students, and parent/driver coach

Student _____ Date _____

Parent/Driver Coach _____ Date _____

School Official _____ Title _____ Date _____

A copy of this form should be given to the student /parent/driver coach when signed.