

# Full Circle Driving Schools Enrollment/Policies Form

Class # \_\_\_\_\_

## Classroom:

1. A student must be 15 years of age by the first day of class. If the student has not already obtained their permit, they will need to give FCDS their DOL confirmation number by the end of the first week of classes.
2. Come to class prepared (1" binder and writing utensil) and with a cooperative attitude. Any student showing inappropriate behavior or interrupting the classroom environment will not be tolerated. The student will be removed from the classroom and required to retake the class.\*\*
3. A student must make up any class that is missed; if this make up cannot be completed in a class session due to schedule deadlines, a make-up class fee will be assessed.\*\*
4. No More than 3 classes may be missed; there is no enrollment after the first 3 classes. If more than 3 classes are missed, the student must reenroll into the course for the full tuition cost and start over.
5. Any student late for class, (up to 15 minutes) will be required to make up that time at the end of class. Any student that shows up more than 15 minutes late will not be allowed to enter and will have to make up that class at a later date.
6. No student may attend Class #15 until they have completed Classes 1-14.

## Reviews & Final Exam:

1. A review is given at the beginning of each class starting on Class #2.
2. Tuition must be paid in full by the final day of class (unless other arrangements have been made with the office). If not, an additional payment plan late fee will be assessed.\*\*
3. All assignments and reviews must be completed and turned in prior to taking the FCDS final exam.
4. The FCDS final exam requires a 90% to pass. Final score is counted after the correction attempt. If the passing score is not obtained, students will need to retake the final.\*\*

## Behind the Wheel (BTW) Drives:

1. A BTW lesson cannot be provided to any student without a valid permit in their possession. No more than one (1 hour) BTW lesson can occur on any given day.
2. The first five drives and the observation are instructional drives. These drives are scheduled with FCDS at the beginning of the program. It is the student's responsibility to call in and schedule their drive #6 (FCDS final drive). This drive is to test them on their safety skills and maneuvers. The students must pass this drive with at least an 80%. If the drive is failed, the student must practice and come back at a later scheduled date to retake that drive.\*\*
3. Assigned practice hours must be completed and recorded on the Assigned Home Practice Sheet in order to complete their next scheduled drive.
4. For a drive to be canceled without incurring a cancellation fee, the office must be notified within 24 hours of the scheduled drive. (if no one is available to take your call, please leave a message on our voicemail; it automatically records the date and time of the message)

## Course Overview:

1. The entire Traffic Safety Education course will be completed no sooner than 6 weeks with maximum time frame of 6 months.
2. The student must stay current with lessons and drives in accordance with the FCDS Flow Chart. If they do not keep current, they will be dropped from the course at FCDS's discretion.
3. Course completion is obtained after passing both the FCDS final exam, all course drives and all outstanding fees have been paid.
4. If the student has not completed the course within 6 months of the start of class one, the student will be dropped from the program. The student then may be reinstated under the following conditions:
  - a. All outstanding fees, as well as non-completion fee must be paid in advance.
  - b. A schedule must be made between student, parent and instructor to ensure course completion.
5. FCDS will not verify course completion with DOL until all outstanding fees have been paid. We cannot guarantee course completion; each student must perform certain course objectives and requirements. Course completion will be verified with the DOL within 2 weeks of passing the final drive of the program.
6. At least half of tuition must be paid before the start of the course.
7. **Refund Policy: No refunds are authorized after the start of the second class.**
8. **We Reserve the Right to Refuse Service to Anyone at Anytime.**

## DOL Driver License Examinations:

1. Included in the FCDS program is 2 attempts at the DOL written exam. This written exam is given only after completing the FCDS course. (ie 30 hours classroom time, 6 hours behind the wheel, 1 observation drive and payment of all fees)
2. After Completing the FCDS program we can administer a DOL Driver License Examination. This is only to be completed after getting at least 50 hours of home practice time (10 of those hours being in the dark).

