

# Premier Driving Academy Policies

1. All students must be 15 YRS 9 Months before the first day of class. This is pursuant of NH State Law, there are no exceptions to this rule.
2. When enrolling as a student, you must pay a \$250 non-refundable deposit to register for the desired class. This will be applied to your total tuition cost. The entirety of your balance is due on the first day of class. Total tuition cost for class is \$850.00.
3. If paying with a credit card, debit card, or other accepted form of electronic payment there will be a 3.5% additional charge to cover the cost of fees applied by the credit card companies.
4. Parents will attend a mandatory 1-hour parent student night to review expectations of behavior, New Hampshire state law, and Premier Driving Academy policies.
5. Students must attend the first day of class.
6. Per New Hampshire State law students cannot miss more than 2 classes. If more than 2 classes are missed the class must be taken again in its entirety. No refunds for this will be given.
7. Any excused absences the student is responsible for turning in a 500-word essay for each lesson plan they have missed. This must be typed or written legibly. The content must also show an understanding of the material covered in the lesson plan. This will be determined by the instructor.
8. Classes will start promptly tardiness will not be tolerated. Please plan your schedules accordingly. If the student is late, it will be considered an absence!
9. Classroom instruction will be 30 hours with a certified instructor, pursuant of New Hampshire State Law.
10. In car instruction will follow New Hampshire State Law.
  - a. 10 Hours of behind the wheel instruction with a certified Instructor.
  - b. 6 hours of observation. The observing student will not have access to cell phones, Air pods or any other personal electronic devices. This time is for observation to learn from watching and asking questions themselves. All devices will be stored in an inaccessible compartment during drive times.
11. Drive times will be scheduled through the Premier Driving Academy website. The drive times will be available to view on the calendar.
12. All drive times must be booked by the 3<sup>rd</sup> week of class.
13. Drive times are in 1-hour blocks and only 2 hours per week can be scheduled up until the 6<sup>th</sup> hour of driving. After that a student can drive in 2-hour blocks. After the 6<sup>th</sup> hour 2-hour blocks are preferred as you can cover, and practice needed skills with great repetition.
14. If you have a drive time scheduled and cannot make it, you must cancel within 24 hrs.

15. If drive times are not cancelled within 24 hrs., you will be charged \$100.00 for the first No Call/No Show. Each time after that the fee will increase by \$25.00.
  - a. Ex first No Call/No Show \$100.00
  - b. Second No Call/No Show \$125.00
  - c. Third No Call/No Show \$150.00
16. All late fees must be paid in full before any other services can be scheduled.
17. Textbooks will be provided for use during the class, these are expensive to replace and are your responsibility. If they are lost or damaged there is a \$75 replacement fee. Each textbook will be numbered and assigned at the beginning of class.
18. IEP's must be presented on the first day of class. If there is special accommodation needed for testing, they will be provided.
19. Pickup times and places will be pre-determined. The primary pickup location will be Franklin High School. We expect all students to be readily available and ready to drive at the point of origin. If the student is not there and ready to go policy #15 will be enforced.
20. We will make drive times readily available after school hours. If you are not a Franklin High School student a pickup can be arranged for your high school. However, there must be 2 students available at the school of origin for these times unless it is a 2-hr. drive scheduled.
21. There will be no smoking, vaping or illegal drug use tolerated during car drives, or classroom instruction. If a student violates this policy they will be removed from class. This means use of tobacco or vaping products of any kind during restroom breaks, NO EXCEPTIONS.
22. There will be no weapons of any kind brought to class or drive times. Any violation of this policy and the student will be removed from class permanently and no refund shall be given.
23. Disruptive behavior in the classroom or during drive times will not be tolerated. We reserve the right to remove any student that is deemed in violation of this policy from the classroom. They will be marked absent for that period.
24. The students must pass the classroom portion of with a grade of 75% or higher. There will be quizzes, tests, all through class to evaluate a students' understanding of the material covered. They will be averaged accordingly to determine a final grade.
25. All New Hampshire State Law requirements must be met, and all property of Premier Driving Academy property must be returned, and all outstanding fees must be paid before a student receives a GREEN CERTIFICATE.
  - a. 30 HOURS OF IN CLASS INSTRUCTION
  - b. 10 HOURS OF BEHIND THE WHEEL INSTRUCTION
  - c. 6 HOURS OF IN CAR OBSERVATION
  - d. PASSING GRADE MINIMUM OF 75%
26. Once the class starts there will be no monies refunded, deposits made to hold a seat in class are non-refundable. Any returned checks will be subject to a \$45 return fee.

27. If a student is evaluated and considered not ready for a DMV on-road test Premier Driving Academy reserves the right to withhold the GREEN CERTIFICATE until the 40 hours are logged and provided for review, and deficiencies are discussed with a parent and student.
28. These policies must be signed and returned prior to the initial class with a full understanding of all information.

These policies stated and outlined above are non-negotiable. Please make sure you have full understanding of all the policies and procedures, if you have any questions, please contact us at 603-456-9882, or through our website at [premierdrivingNH.com](http://premierdrivingNH.com), [or email info@premierdrivingnh.com](mailto:info@premierdrivingnh.com)

PLEASE SIGN BELOW ACKNOWLEDGING UNDERSTANDING AND AGREEMENT OF THE STATED POLICIES ABOVE.

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Parent Guardian Signature

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Date

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Student Signature

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Date