

AAA Driving School Enrollment Information

The AAA Driving School is designed to provide the full driving education experience through classroom and in-car instruction. Please review the following school policies and fill out the detachable Driving School Agreement and Driving School Enrollment forms below.

CLASSROOM POLICIES

Parents/Guardians are encouraged to attend a brief orientation at the beginning of the first classroom session to meet the instructor, and to find out more information about what their student will be learning.

The Pennsylvania Department of Education requires that each student successfully complete all 30 hours of instruction to receive classroom certification. Students are responsible for arranging any necessary make-up sessions with the instructor.

If a student is unable to participate in the classroom course after it has been scheduled, and space in the class has been reserved, an administrative fee of \$50.00 will be assessed. This fee will apply regardless of any refund or credit due to the student.

For the benefit of all students attending our classroom sessions, disruptive behavior will not be tolerated. At the instructor's discretion, the student may receive in-house suspension, or the instructor may call the parents to pick the student up early. No refunds or credits will be provided in this case.

BEHIND-THE-WHEEL POLICIES

Parents/Guardians are encouraged to meet with their student's instructor at the first lesson.

The Pennsylvania Department of Education requires that each student successfully complete at minimum of 6 hours instruction to receive in-car certification. Students are responsible for arranging any necessary make-up sessions with the Driving School office.

AAA Driver Training Cars are equipped with automatic transmission and dual brake controls. These vehicles are kept in excellent operating condition, and are fully insured.

» **Students are required to present a valid learner's permit (Pennsylvania or International Driving Permit with valid foreign driver's license) prior to every in-car lesson.**

» **Students who must wear glasses or contact lenses for driving are required to wear them during every in-car lesson.**

» **Failure to comply with either of the above requirements will result in cancellation of the lesson, and assessment of a cancellation fee.**

In-car lessons are normally held once a week for approximately 4-6 weeks. *Practice is important! Students who receive minimal or no practice between lessons often require more than 6 hours to earn certification.*

(Continued On Reverse Side)

ENROLLMENT FORM

Student Name: _____ Birth Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone (if applicable): _____ E-Mail (optional): _____

Parent/Guardian Name: _____ AAA Membership #: _____
(Please Print)

Parental Consent: *The signature below hereby signifies parental consent for above-named student to receive in-car driving instruction under the guidance of a certified instructor.*

X _____ Date: _____
Parent/Guardian Signature

Please check selection

Complete Package (State-approved program. 6-hr in-car & 30-hr classroom) In-Car Package Only (State-approved program. 6 hours in-car) Classroom Only

Hourly In-Car Instruction Only (Indicate Number of Hourly Lessons Desired: _____)

Preferred classroom start date from schedule: _____ Time/Days of week preferred for in-car lessons: _____

Payment Method (Please Check One): Cash (In Branch Only) Check Visa MasterCard Discover American Express

Make checks payable to AAA Driving School. Please return completed & signed Agreement Form (see reverse side) with your payment

Credit Card #: _____ Exp. Date: _____ Signature: _____

The AAA Driving School offers flexibility in scheduling to accommodate each student's own schedule as much as possible; however, we cannot guarantee that an instructor will always be available on the dates and times originally requested. All lessons are scheduled in advance. No "walk-ins" will be accepted.

Students are strongly encouraged to meet their in-car instructor at a designated AAA Central Penn branch office. In the rare instance that the student must be picked up at his or her home, an additional fee will be assessed based upon the pick-up location.

If the student is unable to attend a scheduled in-car lesson, a cancellation fee of **\$50.00** will be charged unless the student calls the AAA Driving School office (open from 8:00am to 5:00pm, Monday - Friday) at least 48 hours in advance of the scheduled lesson. No refund or credit will be given for a missed or cancelled lesson unless this advance notice has been provided.

Students may reschedule in-car driving lessons at a later date; however, **no refund or credit will be provided more than 180 days after the original enrollment date.**

AAA DRIVING SCHOOL FEES

	Member	Non-Member
Complete Package*	\$460	\$520
In-Car Only 6-Hour Package	\$330	\$365
In-Car Only Hourly Rate	\$80	\$90
Classroom Only	\$180	\$200

*6-Hour In-Car + 30-Hour Classroom

INSURANCE DISCOUNTS

*Bring us your current Auto Insurance Policy for a free quote - attending the AAA Driving School may entitle you to a **discounted premium.***

Prices Are Subject To Change Without Notice -- Payment Plans Are Available For Packages Upon Request.

Students under 18 years of age must have a parent's or guardian's permission to take behind-the-wheel instruction. **Parent/Guardian must sign both sides of the attached form to signify their permission and agreement with AAA Driving School policies.**

All AAA Driving School instructors are certified by the Pennsylvania Department of Education. All courses are designed to comply with Department of Education requirements.

Classroom location and schedule is available at www.AAA.com/drivingschool

In-Car lessons must be scheduled personally with the AAA Driving School Supervisor at:

(800) 723-7021, or drivingschool@aaacp.com

AAA DRIVING SCHOOL AGREEMENT

CERTIFICATION

AAA Driving School certification is issued only after successful completion of 30 hours of classroom and/or 6 hours of in-car instruction.

CLASSROOM LESSONS

Cancellation Policy – An administrative fee of **\$50.00** will be assessed for any cancellations made after classroom space has been reserved for the student.

Absence – In the case of any absence from a classroom session, the student must arrange make-up lesson(s) with the instructor to earn certification.

Disruptive Behavior – At the instructor's discretion, disruptive behavior may result in in-house suspension, or parents may be called to pick the student up early. There will be no refund or credit given in these cases.

Textbooks – Free textbooks are presented to each student at the first classroom session. Students may write in these books, and keep them for future reference. Lost or damaged textbooks can be replaced for a \$15.00 additional fee.

IN-CAR LESSONS

Cancellation Policy – An administrative fee of **\$50.00** will be assessed for course cancellation made after the student has been scheduled for in-car lessons. A 48-hour notice is required if the student will be unable to attend a scheduled in-car lesson. This notice may be provided to either the Driving School office, or to the student's assigned instructor. Failure to provide notice will result in a **\$50.00** "No Show" fee.

AAA Driving School management reserves the right, at its discretion, to accept or reject any applicant for training, to discontinue training, or to cancel a scheduled lesson or class not limited to the following reasons:

- » Environmental conditions make it unsafe to continue instruction.
- » The student demonstrates behavior that, in the instructor's judgment, compromises the safety of the student, instructor and/or the public at large.

Please sign below to acknowledge that you have read and understood the policies as stated in this entire information document.

X _____
Student Signature Date

X _____
Parent/Guardian Signature Date