

# **Rock Valley Driver School**

## **Important Information**

### **State of Wisconsin Required Driver Education Program for Students under the age of 18 years.**

Driver education requirements include a minimum of 30 hours of classroom time, a minimum of six hours of behind-the-wheel driver education training and six hours of observation time.

## **Rock Valley Driver School Teen Program**

### **CLASSROOM**

#### **15 Classroom Periods(30hrs total)**

- Students are required to complete all 15 Classroom periods.
- If necessary, the student can miss 2 classroom periods. They will be marked absent for the period they miss **and are required to make up each absence.**
- ON THE 3<sup>RD</sup> ABSENCE the student will be required to start again at the next available class session.
- Student needs to sign in when they arrive for class(if student's name is not on sign-in sheet, they will be considered absent.)
- Arriving late for class(5 minutes or more) is considered an absence.
- Leaving early from class is considered an absence.
- How to make-up absences:
  - Attend the missed lesson in another Classroom session

It is the **student's responsibility** to get information regarding class make-up dates before the end of their classroom session. Students need to email the office: (info@rockvalleydriverschool.com) to request date for their missed class(absence)

***Make-up class periods must be completed within the next 2-offered class sessions.***  
If absences are not made up within this time frame, the student's account will become locked and they will not be able to continue the course until classroom hours (30 total) have been completed.

**Students with outstanding classroom absences will not be credited for completing the course and if their road test is scheduled; they will have to cancel it until absences have been made-up.**

### **BEHIND THE WHEEL(IN CAR DRIVING LESSONS)**

**6-2hour BTW Periods with a licensed instructor**

**WI DOT requires that a student have their 1<sup>st</sup> BTW lesson with a Rock Valley Driver School Instructor within 60 days of receiving their permit.**

A Student can begin Behind the Wheel training after obtaining their instruction permit ("Temps").

- Students schedule & cancel their Behind the Wheel Lessons:
  - Online at our website:www.rockvalleydriverschool.com (available 24hrs/day)through their student account
  - \*students with outstanding fees will not be allowed to schedule additional appointments.***
- Lessons are available 7 days a week including Sundays.

## **6-2hour BTW Periods with a licensed instructor(con't)**

- Students need to practice with their parents/guardian between each lesson with an instructor and should keep track of their driving time with parent/guardian on the driving log found on our website or use an App(we suggest the Road Ready App)
- Lessons should be spread out over 6 month period while student is required to "hold" their permit and they should practice with parent/guardian between lessons.

## **24 hour Cancellation Notice**

A 24 hour Cancellation Notice is required for Behind the Wheel Lessons or a **No Show Fee\*** will be assessed. **NO EXCEPTIONS**

**\*No Show Fees:** apply for the following:

- failing to appear for a scheduled driving lesson
- not having your permit with you for the driving lesson
- failing to cancel a lesson **24 hours** in advance

No Show fees must be paid within 24 hours of missed appointment. If fee is not paid any additional scheduled appointments will be cancelled & student will not be allowed to schedule new appointments with an outstanding fee balance.

*It is important for students to plan out their 6 BTW periods with an instructor over the 6 month period that they are required to hold their permit before taking the Road Test. If student is 15, they have more time to complete lessons and should try to schedule lessons every 1 month 1/2 to 2 months. Lessons are available all 7 days of the week with appointments available at various times of the day. It is the **student's responsibility** to make sure they have all 6 lessons completed by their scheduled Road Test Date, not waiting until the last minute & then trying to squeeze in lessons. If they have behind the wheel lessons to complete and no appointments are available with school instructor before scheduled road test date-they will have to RESCHEDULE THEIR ROAD TEST.*

## **Course Payment Schedule**

**Students are to pay for the course in full on the 1st day of class or they may choose to use the following payment installment option:**

- \$200.00 Beginning of Classroom sessions (Class #1)
- \$150.00 By the end of Classroom sessions (Class #15)
- \$145.00 By 4<sup>th</sup> Behind the wheel driving lesson
- \$495.00 Total

Rock Valley Driver School offers different discounts/promotions through-out the year and certain rules apply. The discount/promotion price is applied to the student's record at the start of the course with adjusted price listed on the student's contract.

If final payment is not received by 4<sup>th</sup> Behind the wheel lesson any additional scheduled appointments will be cancelled & student will not be allowed to schedule final 2 lessons until balance is paid in full.

If a student drops out of the program no refund is given and State of Wisconsin Law requires notification. If they have obtained their instruction permit, it will be cancelled.

I have read/agree to the above listed terms

Signed \_\_\_\_\_ (Student Signature)

Signed \_\_\_\_\_ (Parent Signature)

Witnessed by: \_\_\_\_\_ (Rock Valley Driver School Representative)