

# MY DRIVING ACADEMY

410-298-1500

410-298-6771

## Registration Form

This Form Must Be Completed in its Entirety  
(Timings are subject to change)

Select Class: ( ) Morning (10AM-1:15PM)	( ) Evening (6PM-9:15PM)	Online: Evening ( ) 6:00PM- 9:15PM
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Course Start Date: \_\_\_\_\_

Student Name First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent/Guardian Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Under 18? \_\_\_\_\_

Date Of Birth(mm/dd/yyyy) \_\_\_\_\_ Sex \_\_\_\_\_ Learner's Permit (Yes / No)

Learner Permit # \_\_\_\_\_

Permit issue Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ \*For card payments, a \$5 service charge will be added to the total\*

Exp Date \_\_\_\_\_

CVC \_\_\_\_\_

How did you hear about us?

( ) Verizon yellow pages ( ) Friend ( ) Siblings ( ) website ( ) Yellow book ( ) other: \_\_\_\_

**PAID: YES | NO | BALANCE DUE: \_\_\_\_\_**

\*All Classes subject to Cancellation Due to Low Enrollment

**My Driving Academy (410)-298-1500**  
**Please Go online and Log in to Twitter.com/MarylandMDA**  
**Find out all the news, updates and change in schedules**  
**Student Expectations and Academy Policies**

1. Student is expected to be punctual and attend all class sessions. If a student is late, a 15 minutes grace period may be granted. After the grace period is over, student will be marked absent and required to make up that session, if any unexpected event occurs, student/ parents must contact Academy office immediately.
2. Student is expected to be courteous and respectful to instructors, office personnel and all Students. Inappropriate behavior may result in dismissal from class. No credit will be allowed for the day of incident and dismissal could be permanent without any refund.
3. All cellular phones, beepers and CD/cassette players are to be completely turned off during classroom & BTW sessions.
4. Student is expected to come prepared with writing material to take important notes.
5. No eating, drinking, and smoking in the classroom. Appropriate break -time is scheduled during each classroom session to allow students time for these activities.
6. Profanity, vulgarity, sexual harassment of male /female students bullying, argumentative, resentment of authority, immaturity, and violent behaviors are not acceptable in the entire session and will not be tolerated for any reason. In order to maintain a positive learning environment we reserve the right to remove a student from one or more classroom session(s). Parent/guardian will be notified if student is less than 18 years age.
7. Academy management assumes no responsibility for any incident occurring outside the Academy before, during and after class sessions.
8. MVA regulations require for the student to attend the first day of the class, if the student miss the first day, he/she will be re-scheduled to the next course automatically according to the Academy course schedules.
9. **Regular attendance is recommended. If a student misses any classroom session, will be considered "No Show". A student has to reschedule the class. To reschedule any missing session the student has to ask the instructor for any availability of sufficient room in the class. Make up fee is \$ 50.00 per class. INT.**
10. Student is not allowed to miss more than 4(four) classroom sessions (12.00 hours) consecutively, Student will be required to retake entire classroom session if missing more than 12.00 hours and repay the whole amount.
11. A minimum **\$150 payment** is required at the time of registration. Receipt must be brought on the first day of course begin. **All balances must be paid in full by the end of the first week of the classroom session or a \$40.00 late fee will be charged. If a student fails to pay by the second week, he/she will not be permitted to sit in class. A makeup fee will be applied in addition to late fee. In case of withdrawal from Academy after classroom instruction hours, 15% of the total amount paid divided by 30 hours for each hour of classroom not completed will be charged, or withdrawal during BTW 85% of the total amount paid divided by 6 hours for each hour of instruction not completed will be charged. All returned checks \$40 will be charged and the refund check will be given to the customer (No cash). INT.**
12. All efforts are made to complete BTW sessions as quickly as possible (up to 18 weeks). BTW drive time appointments may be scheduled by My Driving Academy office during second week of class session or you can get BTW schedule by calling Academy office after 30 hours class session is over. Academy will not remind you for the given BTW sessions. However, you can contact Academy office, during office hours, if you have any doubt regarding your BTW schedule. **Students/parents must understand that the BTW sessions are an evaluation period for the student, therefore student is recommended to have minimum of 25 hours of driving practice before coming to us.** It is a pass and fails session. In these 6 hours instructors evaluate the students on their performance. The instructor will also inform the student about his/her weak points and give them further instruction on how the student can fix those mistakes. If a student fails to show proper control of the vehicle he/she may not pass the course and the instructor may recommend rescheduling the remaining BTW sessions to get more practice with his/her mentors. **A Student must meet the following criteria before calling the Academy office for BTW. The Academy will NOT call the student for BTW if they do not have their permit during the class session. Instead, the student must call the academy once they get their permit.**
  - a. Have paid full amount of the course including "No show" late fee etc.
  - b. Student **MUST** bring his/her Maryland state permit and skill log book with a recommended minimum of 25 hours logged and signed by a parent/guardian or mentor.
13. **For safety purpose, students must wear appropriate clothing for entire driver Ed sessions. (No open-toed, flip flops or platform shoes during behind the wheel sessions). If you require glasses or hearing aid during your drive session you MUST bring those.**
14. Students must come or brought to the classroom location for behind the wheel lessons. If a student is late for more than 20 minutes from BTW scheduled time, will be considered "No Show".
15. **If a student must miss a driving session, at least 24 hours notice is required, during the office hours (10 am to 5 pm Monday through Friday, otherwise in both cases a \$60.00 will be charged (as a no show fee) to defray the cost of the instruction. No exception at all. Be noted, no shows will result in your completion date being delayed (Could pass 18 weeks). INT.**
16. Student may reschedule twice (24 hours in advance). After two rescheduled driving appointments, there will be \$40 service charges. The Driving Academy can change or reschedule the BTW hrs due to any case of emergency.
17. **Students who do not complete the entire driver's education course (all required classroom and driving sessions) within 52 weeks (1 year) of their original classroom session date will be charged a \$100 reinstate fee. The record of the student stays in our system for 3 years finished or unfinished. After 3 years, student's record will be deleted out of the system.**
18. Upon completion of 30 hours of classroom and 6 hours BTW sessions successfully, the Academy will mail the students' certificate electronically to the MVA. The certificate may take approximately **48-72** hours to be in their system. For your driving test appointment, visit [www.marylandmva.gov](http://www.marylandmva.gov).  
**\*Course will be taught in English\***

**I HAVE READ AND AM AWARE OF THE EXPECTATIONS AND ACADEMY POLICIES**

Students Signature \_\_\_\_\_ Date \_\_\_\_\_ Parents/guardians 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 students have the responsibility to be polite and respectful to their instructors at all times, and be willing to accept positive criticism to help them 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 has the right to visit the driving school, see the instructor's license and certification, and the right to observe any class session including in-car sessions, in which their child 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 has 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 has 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 has the responsibility to attempt to promptly pay the driving school for the driver education class and to attempt 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.