

AAA DRIVING SCHOOL ENROLLMENT FORM

SPONSORED BY MOURNING LIGHT FOUNDATION

AAA Driving School provides the full driver education experience through classroom and in-car instruction with a commitment to excellence. 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 (Note: make-up sessions may not be available for several months).

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.

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.

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 a 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 are also acceptable) 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 6 weeks (Note: 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 denotes parental consent for above-named student to receive in-car driving instruction under the guidance of a certified instructor.*

X _____ Date: _____
Parent/Guardian Signature

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

Mourning Light Foundation Scholarship Certification

I hereby affirm that the above-named student has been granted a scholarship to the AAA Driving School from the Mourning Light Foundation for:

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

Under this scholarship, the Mourning Light Foundation will cover the cost of these lessons; however, any cancellation fees that are assessed, or additional charges for pick-up/drop-off service (available only with in-car package) are the student's responsibility.

Signature of Mourning Light Foundation Representative: _____ Date: _____

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 8:00 a.m. to 5:00 p.m., 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.

The Mourning Light Foundation scholarship requires student recipients to successfully complete the in-car program **no more than 180 days after the original enrollment date.**

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.***

The Mourning Light Foundation normally covers only the first six hours of in-car lessons. If additional hours are required to successfully complete the program, (parents/guardians are normally notified in advance, if he/she feels this may be the case), the student will be charged our pro-rated AAA member rate of \$55.00 for each hour that is necessary to achieve success.

The intent of the Mourning Light Foundation's scholarship program is to provide high quality education that will give students the best opportunity to obtain skills that will lead to a lifetime of safe driving. If the scholarship recipient is unable to successfully complete AAA Driving School's training program within 180 days of original enrollment, then special arrangements must be made with the Foundation to extend the deadline. If an extension cannot be granted, then the student is responsible for reimbursing the Foundation for the cost of all lessons used (the current rate is \$55.00 per hour) in addition to any cancellation or administrative fees that have been incurred.

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 a valid learner's permit or license will result in lesson cancellation and assessment of the **\$50.00** 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 _____ X _____
Student Signature Date Parent/Guardian Signature Date