



# FREEDOM DRIVING SCHOOL

## STUDENT AGREEMENT

These policies are to help the student and the parent/guardian to understand the responsibilities of both the student and Freedom Driving School. This document and agreement includes four parts of important policies for Freedom Driving School; students and parents/guardians are responsible for reading, acknowledging, and following all policies and procedures as outlined. No instruction may occur until this agreement is signed by students and parents/guardians.

### CLASSROOM:

- Student must be at least 15 years of age prior to the start date of class.
- It is recommended that all students bring a notebook and writing utensil(s) for classes.
- Washington State requires a total of 30 hours of classroom instruction, by a certified instructor. Students are required by the Department of Licensing to attend and pass ALL classroom sessions.
- If for any reason a student misses a class, that exact class session/curriculum must be made up prior to the final class. The make-up class will be in a group setting, carrying a fee of \$65. If the make-up class needs to be a private class, scheduled by an instructor, it will carry a fee of \$95. These fees will need to be paid prior to, or upon arrival, of the make-up class session. If scheduled to have a private class and student fails to appear, the class will still need to be paid for at \$95.
- If a student is more than 10 minutes late for a classroom session, the student will not be allowed into the class, and will be required to attend a make-up class at the fees explained above.
- **Any student who misses more than three (3) classes will automatically be dropped from the course and marked as incomplete with the Department of Licensing. Any monies owed will immediately be required to be paid in full. No monies will be refunded.**
- On the final day of class, there will be a final written exam to complete the Driver's Education course. This is a required end of course exam which is different from the DOL required Knowledge Test (written test). The student must pass this exam with an 80% or higher. For the student to have access to this final all classes must have been attended and all tuition/fees must be paid. The final needs to be passed prior to being scheduled for Drive #6. If the student does not pass the final a \$50.00 retake fee will be required for 2 more attempts.
- All electronics must be turned off in class unless the instructor says otherwise. If this rule is not followed, the student will be asked to leave class and will be charged the \$65 or \$95 make-up class fee (whichever applies, as stated above).
- Students are required to stay awake during class. If a student falls asleep, there will be one (1) warning given. The student may be encouraged to change seating location or asked to stand to aid in alertness. If the student falls asleep after the one (1) warning,

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TEL 253-507-5627 | FAX 253-507-5780



# FREEDOM DRIVING SCHOOL

they will be asked to leave class and will be charged the \$65.00 or \$95.00 make-up class fee (whichever applies, as stated above).

- Students should be prepared for drives to take place before or after class to meet scheduling needs. The policy for appropriate shoes is as follows and below. Students are required to wear appropriate foot attire for the drive to take place. Footwear is a very important part in the safety of the student and the instructor. Choose shoes that enclose your entire foot without a fashionable heel/sole (tennis shoes are a great choice). Inappropriate footwear consists of but is not limited to sandals, slides, Crocs, flip-flops, high-heels, wedges, or slippers.
- **Students need to choose clothing that is comfortable and allows for range of motion. Appropriate clothing is required for both in-class and drive sessions. Students need to wear shirts with a sleeve (no tank tops or sleeveless shirts). Hemlines on all student shorts and skirts must be at the knee or lower when standing so that when sitting it does not hike up too high for sitting at tables. Students are not permitted to wear crop-tops, sheer-tops, beachwear, or bedroom attire. Fashionable holes, rips, and tears on pants should not go above the knee nor be located on the chest.** Failure to adhere to this will result in the student being asked to leave class and the student will be charged the \$65.00 or \$95.00 make-up class fee (whichever applies, as stated above).
- All the same policies for classroom as stated above apply to private classes.

## **INSTRUCTOR DRIVES:**

- Students are required by the DOL to complete six (6) instructor drives and one (1) observation (with another student accompanying) drives. All drives should be completed within eight (8) to twelve (12) weeks of the class start date. If the student is unable to complete drives and does not attempt to schedule drives in a timely manner, the student will be dropped from the course and marked as incomplete with the Department of Licensing.
- The student will be supplied with a logbook, to log the hours of driving practice. This logbook is a company requirement and must be brought by the student to EVERY instructor drive. After the first instructor drive, **the student will be REQUIRED to complete a minimum of three (3) hours of practice drive time, with an adult driver, between the instructor drives.** If the logbook or the three (3) hours of practice have not been completed, the drive will be considered a missed drive. The student will then pivot the scheduled drive to a private drive carrying a fee of \$98. This drive will cover the skills from the previous drive without new materials being covered. The student will then need to practice the three (3) hours before new material is covered in the next driving progression.
- In the logbook, the instructor will outline what has been worked on during the drives and what needs to be practiced prior to the next instructor drive.



# FREEDOM DRIVING SCHOOL

- The student must supply the instructor with their Instruction permit (issued by the WA State Department of Licensing) before EVERY instructor led drive. If the student for some reason does not have their permit, they will be charged with a \$98 missed drive fee.
- Once a student or parent/guardian schedules an instructional drive, if the student needs to cancel or reschedule this needs to be done a minimum of 3 working days prior to the appointment. After that time, the student is required to attend the drive. Failure to appear will result in a \$98 missed drive fee.
- If the student is more than ten (10) minutes late for a drive, the drive will be cancelled and there will be a \$98 missed drive fee applied.
- **Students are required to wear appropriate foot attire for the drive to take place. Footwear is a very important part in the safety of the student and the instructor. Choose shoes the enclose your entire foot without a fashionable heel/sole (tennis shoes are a great choice). Inappropriate footwear consists of but is not limited to sandals, slides, Crocs, flip-flops, high-heels, wedges, or slippers.** Your instructor will check your foot attire prior to the drive. If you arrive in inappropriate footwear, there will be a \$98 fee applied and the drive is cancelled and will need to be rescheduled.
- **Students need to choose clothing that is comfortable and allows for range of motion. Appropriate clothing is required for both in-class and drive sessions. Students need to wear shirts with a sleeve (no tank tops or sleeveless shirts). Hemlines on all student shorts and skirts must be at the knee or lower when standing so that when sitting it does not hike up too high for drives. Students are not permitted to wear crop-tops, sheer-tops, beachwear, or bedroom attire. Fashionable holes, rips, and tears on pants should not go above the knee nor be located on the chest.** If you arrive in inappropriate attire, there will be a \$98 fee applied and the drive is cancelled and will need to be rescheduled.
- The instructor will evaluate the driving for each session. These evaluations will provide the student with what they need to practice, to improve their driving capabilities. Most of these drives are evaluated on a Pass (P) or Fail (F). If the drive is a failure, it is required that the student rescheduled another drive with a \$98 fee will be assessed. The student will then repeat that drive, for example if the student failed Drive 4 then the repeated drive will be Drive 4.
- If the driving instructor is late, due to traffic or other unforeseen situations, i.e., freeway drive, the student is required to wait at the pick-up location for fifteen (15) minutes. After the fifteen (15) minutes, the drive will be rescheduled. No fee is assessed.
- Smoking is PROHIBITED in any of Freedom Driving School's vehicles.
- Cell phones MUST be turned OFF during all drive sessions.
- Extra driving sessions are available for any students that need or desire additional instructions. We provide single (90-minute) drives for \$199, a package of three (3) 90-minute drives for a charge of \$575, four (4) 90-minute drives for a charge of \$721, six (6) for \$1,114, or eight (8) \$1,432. These extra sessions must be paid in full when signing up for the first drive. All the same policies for drives as stated above apply to private drives.

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## OTHER INFORMATION:

- Freedom Driving School provides our AAA Driver's Training, How to Drive course which comes with our Premium Course Package for a tuition of Six Hundred Ninety-One dollars (\$691) or our Basic Course Package for a tuition of Five Hundred Ninety-One dollars (\$591), less any special offers.
- There is a **\$200 non-refundable** deposit to guarantee a position in class for either tuition package. This deposit is subtracted from the full tuition.
- Our Premium Course Package contains thirty (30) hours of classroom training, six (6) 1-hour instructor drives, six (6) 1-hour observation drives, two (2) attempts at the Knowledge Exam (written) and one (1) attempt at the Skills Test (drive). The skills test will be done in a Freedom Driving School vehicle. All testing will take place at Freedom Driving School or in Freedom Driving School vehicles. The drives and observations are completed concurrently during the same 2-hour drive slot.
- Our Basic Course Package contains thirty (30) hours of classroom training, six (6) 1-hour instructor drives, and six (6) 1-hour observation drives. This package does NOT include the Knowledge Exam or Skills Exam. The drives and observations are completed concurrently during the same 2-hour drive slot.
- Students are issued a textbook for use during the course. This book is to be returned on the final day of class. Students may not write in or deface these books in any way. The fee for damaged or lost books is \$55.
- Students are given one (1) workbook that accompanies the textbook. This workbook is consumable and may be written in and will be kept by students at the conclusion of the course. Should a student lose or damage beyond usability their workbook they will be charged a replacement cost of \$10.
- Freedom Driving School offers a Payment Plan for those who elect to not pay the full tuition at the beginning of class. The \$200 non-refundable deposit when initially enrolled is due when enrolling a student, regardless of use of Payment Plan. The plan carries an additional fee of \$100 and all monies (tuition and any acquired fees) are due at the beginning of the final in-class session. If the tuition and any accrued fees are paid in full by the end of the third week of class, the \$100 Payment Plan fee is reduced to \$50. Should a student's account carry a balance after the final class begins the student cannot attend the class to take the End of Course Assessment and then cannot schedule their final drive. These pieces are needed for a student to complete their Driver's Education and satisfy DOL requirements.
- Freedom Driving School accepts payments via cash, check or card. The cards that are accepted are Visa or Mastercard and will contain a 3% processing fee. All returned checks will be charged a \$100 NSF fee.
- If a student must withdraw from the course prior to the FIRST day of class, there will be two (2) options given: A refund of tuition less the \$200 non-refundable deposit or

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# FREEDOM DRIVING SCHOOL

transferring the student to another class session within the same year (12 months) without fee.

- Once a student has attended one (1) class, there will be no refund of tuition that has already been paid, and the remaining balance is required to be paid by the third week of class.
- No new enrollments will be accepted for a current class once the third session has been completed.
- If there is a medical issue, that will jeopardize the safety of the student/instructor, that is not disclosed to Freedom Driving School during the enrollment process, we reserve the right to discontinue the course. Any paid tuition will not be reimbursed, and the remaining balance of the account must be paid in full.
- Freedom Driving School's insurance does not permit us to have pregnant students in vehicles. Should a student become pregnant during the course please notify management so a plan specific to the student can be determined for their continued success.
- If the student is removed from class due to any behavioral issues or cheating, FDS will discontinue the course and the student will not be able to re-enroll or test in any of the Freedom Driving School's facilities. Any paid tuition will not be refunded, and the remaining balance will be due immediately.
- If a student shows up for class or an instructor drive in any sort of intoxicated or drug induced condition, the student will be dropped from the course and any unpaid tuition will be due immediately. The student will not be able to re-enroll or test in any of the Freedom Driving School's facilities. Any paid tuition will not be refunded, and the remaining balance will be due immediately.
- If a student does not disclose a conviction or legal complication prior to instruction or while engaged in tutelage at Freedom Driving School which impacts their legal ability to drive or poses restrictions to driving, the student will be dropped from the course and any unpaid tuition will be due immediately. The student will not be able to re-enroll or test in any of the Freedom Driving School's facilities. Any paid tuition will not be refunded, and the remaining balance will be due immediately.
- If there is any vandalism done to FDS property (i.e., bathrooms, tables, chairs, walls, carpets, windows, cars, upholstery, seatbelts) the student may be subject for the replacement costs and will be dropped from the course. Any tuition that has been paid will not be refunded and any unpaid tuition or fees will be immediately due in full. Student will not be able to re-enroll or test at any of Freedom Driving School facilities.
- After all classes and drives are completed, all monies have been collected and the final test has been passed, the student will receive a certificate of completion. The student will then be marked as complete with the Department of Licensing and will be able to move forward to the next step in getting their license (Knowledge Exam and Skills Test).
- Washington State mandates that Freedom Driving School hosts a parent meeting. We make sure to send an invite to these meetings, and if one is unable to attend, we will provide a written summary.

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# FREEDOM DRIVING SCHOOL

## Civility Agreement:

Freedom Driving School staff will treat parents, students, and other members of the public with respect and expect the same in return. FDS is committed to maintaining orderly educational and administrative processes to keep classrooms, instruction, and administrative spaces free from disruptions.

This policy promotes mutual respect, civility, and orderly conduct among FDS employees, parents, students, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but to maintain a safe, harassment-free workplace for all.

In the interest of providing positive role models to the children enrolled at Freedom Driving School, we encourage positive communication, and discourage volatile, hostile or aggressive speech and/or actions. FDS seeks cooperation from employees, parents, students, and other members of the public with this endeavor. The general manager of FDS has developed procedures for implementing this policy. These measures are available upon request.

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I acknowledge that I have received information about Washington State's intermediate Licensing requirements, restrictions, and penalties.

**Parent/Guardian initials:** \_\_\_\_\_

I verify that my student listed below is 15 years of age or older prior to the first-class session.

**Parent/Guardian initials:** \_\_\_\_\_

I agree to and will abide by the terms and conditions of Freedom Driving School. I acknowledge that if there are any violations it could result in dismissal from the school.

**Student Name:** \_\_\_\_\_  
(printed)

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_  
(printed)

**Parent/Guardian Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_