Commonwealth Auto School

**4 High Street Suite 216, North Andover, MA 01845**

Phone: 978-258-1709 Email: commonweatlhautoschool@gmail.com

**Policies & Procedures**

**Refunds**

1. Commonwealth Auto School (CAS) does NOT refund any tuition monies or any part thereof.

**Releases**

1. This Contract constitutes the entire agreement between the Commonwealth Auto School LLC., and the

Client (Student/Parent). No verbal promises not contained herein shall bind the CAS or the client.

1. The Commonwealth Auto School will not be held responsible for delays caused by mechanical failure, unsafe driving conditions due to bad weather, street construction, heavy traffic or any other reason over which the School has no control (i.e. public school closings, state of emergencies, etc.) The Commonwealth Auto School will make every effort to give the student as much notice as possible for potential delays and work with the student to reschedule if needed.
2. The student and/or their parents(client) understands that certain hazards and risks are inherent in the operation

 of motor vehicles. The client does hereby specifically assume all risks as may be incurred in the normal

 operation of a motor vehicle during the course of instruction. All vehicles are fully covered with liability

 insurance. The client (student/parents) will hereby fully and completely release the Commonwealth Auto School, its agent and employees from any liability whatsoever and from any and all claims or causes of

 action resulting or arising from any damage or injuries suffered by student (client) during this course or any

 extension thereof, to the extent that such claim shall not be covered by the school’s insurance coverage. The

 student (client) hereby further agrees to indemnify and hold the Commonwealth Auto School LLC. harmless

 from any claim made against it for any damage or injury suffered by any person, company, corporation or

 other entity, growing out of the student’s operation of school vehicle, or as a result of the student’s course of

 instruction, to the extent that such a claim is not covered by the Commonwealth Auto School’s insurance.

**Changes and Cancellation Policy**

The following will result into a “N0-SHOW/CANCELLATION” and student/client will be charged $50.00 fee per No-SHOW for the scheduled driving lesson. Please be advised:

 a. Students MUST provide a minimum of 24 Hour notice for all cancellation of lessons.

 b. Original Learner Permit Must be produced by student/clients for all Behind the Wheel & Observation sessions.

 c. Students must be on time for all their appointments. Students arriving more 15 minutes late will be cancelled

 and will result into a no-show.

 d. Students must wear corrective lenses/eyeglasses if their permits require.

 e. If student is under the influence of marijuana, alcohol or any illicit substances and/or if student is operating the motor vehicle in a reckless and dangerous manner the lesson will be terminated and result into a no show.

 f. Student must practice proper hygiene (bathe, use deodorant, brush teeth). When student body odor is offensive

 to an unbearable degree, they will be asked to rescheduled, resulting into a no-show and a $50.00 charge.

Appointment Scheduling

Appointments can be scheduled Mondays – Fridays between the hours of 8:00 a.m. and 2:00 p.m. Weekend cancellations must be done no later than 5:00 p.m. on the Friday before the appointment is scheduled via phone or email..

PICK –UP and DROP – OFFs

Students Pick-up and Drop-offs for driving lessons and for observation hours are limited to home or school. Students may be picked up or dropped off at work upon parent/guardian approval and Commonwealth Auto School’s approval.

By signing my name below, I certify that I have read and I agree to the Policies & Procedures as outlined in the above information.

 (Parent/Guardian) Name (Parent/Guardian) Signature

 (Student Name) (Student’s Signature)

 (Date)