



## Terms and Conditions

Please note that these terms and conditions are subject to change.

### **Applies to 15-17 Year Old Permitted Students**

**Permit and Payment are due at the time of enrollment.**

**If student is 18 or turning 18 within 90 days of the first day of class, the student must enroll in a different program.**

### **ODOT Tuition Discount Qualifications**

*Our Driver Education program is funded in part by a reimbursement from the student driver training fund at ODOT.*

*If students do not qualify under these guidelines or if they fail to meet any of these conditions within 180 days from the class start date, an additional \$210 will be applied to the account unless paid at the time of enrollment.*

In order to qualify for the funding, the following guidelines have been established:

- Students are under the age of 18 at the course completion date of their driver education program.
- Have a valid Oregon learners' permit at the time of enrollment.
  - Accurate Issue and Expiration dates are required upon enrollment. If the student's permit expires during the program, he/she is disqualified from the program.
  - Students cannot be issued a license until after their driver education course completion date.
- Students must complete the following within 180 days from the start of the course:
  - 30 hours of classroom attendance.
  - 12 hours (6 hours of driving and 6 hours of in-vehicle observation) of in-car training (total of 6 drive lessons, each 2 hours long).
  - 5 hours of practice with a parent or other mentor.
- ODOT requires that, "students may not complete the course in fewer than 35 days". This means that either the last day of class or the last driving lesson may not occur any sooner than 35 days from the first day of class.
- ODOT regulations require classroom and drives run currently. Students should expect that the entire program will take 4-6 months. Please plan accordingly.
- The last driving lesson must take place after the classroom hours are completed.

### **ODOT Program Completion/DMV Drive Test Waiver**

Students must complete the following within 150 days of the start date of the class:

- 30 hours of classroom attendance
- A grade of 80% or higher in the classroom
- 5 hours driving and 5 hours observing
- 5 hours of practice with a parent or other mentor documented by affirming in your online student portal under My Info
- Parent/guardian attended a parent/student night.
- Billing account must be current.

Once the above items are completed, then the student can schedule their sixth driving lesson (1 hour driving, 1 hour observation). The sixth lesson is a final drive assessment, which must be passed with an 80% or higher score. The student's completion date is the date of passing the final drive assessment.

Completion of our approved teen program provides the waiver opportunity for Oregon teens to bypass the DMV Drive Test. **THEY DO NOT** do away with the other requirements for licensure. A student needs:

- a. To complete at least 6 months with the learner's permit in their possession,
- b. Complete 50 hours of supervised driving with a parent or other responsible adult, and
- d. Not have any driver improvement violations that would remove them from the normal course of licensure.

ODEC submits program completion electronically within 5 days of the student's completion date. A student may take advantage of the drive test waiver starting 5 days after the completion date, and within 2 years of the completion date.

### **Redeeming a Failing Grade**

All assignments are due by the last day of class. If a student does not have a passing grade (80%), the student cannot schedule their last lesson. Make-up work will be accepted up to 120 days after the start of class. After that, the student will be considered disqualified.

### **In-Car Training Policies**

In-Car lessons are to be scheduled with a mandatory *minimum* of 14 days between.

If a student cancels a Behind the Wheel (BTW) lesson with less than 48 hours' notice they will be charged \$75 to make up each lesson that was cancelled. If a student is a "No Show" for their BTW lesson, they will be charged \$150 to make up the missed lesson.

- A "No Show" is defined as any missed appointment scheduled by the student, parent, or guardian due to any of the following:
  - Not showing up for the scheduled BTW lesson.
  - Canceling the lesson with less than four hours' notice.
  - Arriving without the lawfully required instruction permit or license.
  - If a student is impaired for any reason, (Lack of sleep, medication, intoxication, etc.)
- Rescheduling final drive assessment if a student fails the sixth lesson - \$65.00.

If a student is a "No Show" for the first driving lesson, the student will be charged the \$150 fee, and will be required to move to the non-ODOT 15+ driver training program. The first driving lesson must be scheduled to occur between the 4<sup>th</sup> and 10<sup>th</sup> hour of classroom time. If the student schedules and arrives at the first driving lesson before attending 4 hours of classroom time, the lesson will be considered a "No Show" and will be disqualified from the ODOT Approved Program.

A student must be picked up from each driving lesson 5-10 minutes earlier than the scheduled end time to allow time for the parents to be debriefed following the lesson. A parent must not be late because the instructor cannot wait for the student to be picked up.

### **Makeup Class Policies**

If a student misses class, the student must make up the missed hours. Please review the following rules:

- Makeup classes must be scheduled through <http://drivereducationcenter.com/makeup.html>
- No makeup hours can be completed before the first day of class
- If a student misses the first 3 days of class, the student is disqualified from the ODOT Approved Teen Program
- If a student misses more than 10 hours of the regularly scheduled class, the student is disqualified from the ODOT Approved Teen Program
- All makeup hours must be completed before scheduling the sixth driving lesson

## **Insurance Certificate**

A physical certificate will not be provided. ODEC will email a certificate for insurance purposes upon completion of the program. A physical certificate may be requested for a fee of \$10.00.

## **Lost or Damaged Textbooks**

Tuition does not cover lost or damaged textbooks. A \$10 fee will be charged to the student's account if they would like a new Playbook.

## **SMS Text Messaging**

We will notify students of upcoming lessons and important information via text message. We will also send important class information through email and text. **By registering you are agreeing to receive these notifications.** Students can opt out of text messaging at any time. If you opt out, you will not receive reminders of upcoming lessons.

## **Payment Policy**

Payment is due at the time of enrollment. If a student qualifies for the Free/Reduced Lunch Program, he/she should contact the office for further instruction.

## **Refund Policy**

To obtain a **full refund (minus a \$30.00 drop fee – Or a \$100.00 drop fee if dropping the summer term)** you must contact our office prior to 24 business hours from the start of class. ***If we have not received your drop request before two business days from the start of class, you will forfeit your entire tuition.*** Refunds are received in the form of a check and can take up to 30 business days to be processed and sent out.

## **Returned Check Policy**

If the check for payment is returned or bounces, a \$40.00 returned check fee will be applied.

## **Program Failures**

If a student fails the program after finishing the requirements to receive the ODOT subsidy, and the subsidy for the student has already been submitted to ODOT, the student is no longer allowed to receive the ODOT subsidy. The student can retake the teen program at full cost.

## **Monitoring**

ODEC employs the use of internal video monitoring equipment in its vehicles as part of a multifaceted approach to protecting the safety and security of students, instructor, property, and promoting the highest educational standards. ODEC recognizes that it must balance the rights of privacy of students and staff with its duty to provide a safe learning environment. Video monitoring shall be used only to promote the safety, and teaching objectives of students, staff, and property. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video camera equipment and will be subject to appropriate disciplinary action.

## **Grievances**

In the case of a grievance in regard to abuse and/or misconduct, please call the ODEC office at 503-581-3783 to speak to the office to be escalated to management.

## **COVID-19 Addendum**

If a parent chooses to have their student attend drive lessons or in-person classes, the parent assumes all responsibility and consequences that may occur, and the parent understands that the student may be in contact with instructors or other students that may have or have been in contact with others that could have COVID -19. By agreeing to these policies, the parent assumes all responsibility, as do all others participating in drives or classroom activities. If the parent is not comfortable with this or does not want to hold ODEC harmless or at fault for any transmission of COVID-19, the parent should not have the student participate in these activities. By allowing the student to participate in driver education activities, the parent takes full responsibility and releases ODEC from any harm or consequences that may arise during the COVID-19 pandemic and thereafter.