

# Louisiana Department of Public Safety and Corrections

OFFICE OF MOTOR VEHICLES

## DRIVER EDUCATION REGISTRATION AND COURSE FORM

### DRIVING SCHOOL INFORMATION

Name of Driving School

Driving School Location

### COURSE INFORMATION- check the course requested

<b>Pre-Licensing Course</b> Classroom - 6 hours BTW - 8 hours	<b>Driver Education</b> Classroom - 30 hours BTW - 8 hours	<b>Behind The Wheel Only</b> BTW - 8 hours	<b>Date of Enrollment</b>
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### STUDENT INFORMATION

Name of Student (PRINT First/Middle/Last)	TIP #	TIP Issue Date
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Home Address	City	State	ZIP Code
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Date Of Birth	AGE	Grade	High School Attending (Must be in at a minimum in the 8 <sup>th</sup> grade)
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### CONTACT PHONE NUMBERS

Home Phone	Parent's Cell	Student Cell
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### STUDENT'S DRIVING EXPERIENCE

Describe locations where you have driving experience. Check all that apply

<input type="checkbox"/>	None	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>	Parking Lots	<input type="checkbox"/>	Rural Roads	<input type="checkbox"/>	In town	<input type="checkbox"/>	Highway	<input type="checkbox"/>	Interstate
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### PARENTAL/GUARDIAN CONSENT- TO BE COMPLETED IF STUDENT IS A MINOR

**I do hereby certify that I am the Legal Parent/Guardian of the minor applying and this is my authorization to the above named Driving School to administer the driver education course indicated above. I also declare by my signature below that the information I provided is complete and accurate.**

Signature of Legal Parent/Guardian	Date	
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### OFFICE USE ONLY

<b>Classroom Course Dates:</b>	<b>Fees Received:</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Classroom Fee</td> <td style="width: 20%;"></td> <td style="width: 20%;">Deposit</td> <td style="width: 20%;"></td> </tr> <tr> <td>Behind the Wheel Fee</td> <td></td> <td>Payment</td> <td></td> </tr> <tr> <td>Total Course Fees</td> <td></td> <td>Balance</td> <td></td> </tr> </table>	Classroom Fee		Deposit		Behind the Wheel Fee		Payment		Total Course Fees		Balance	
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*Hinton Driving Academy, INC is approved by the Louisiana Department of Motor Vehicles and adheres to their qualifications and standards.*

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### **MISSION STATEMENT** *(Institutional Philosophy)*

Our vision is to be recognized as the educational and performance leader in Louisiana for driver's education. Our school seeks to create a challenging learning environment that allows for individual differences and learning styles. We promote a safe, orderly, caring, and supportive environment in which we emphasize a sense of understanding and compassion for others; encouraging quality education. Each student's confidence level in their ability to become a safe and responsible driver is fostered by positive relationships between students and staff.

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Our *Educational Objective* with the Hinton Driving Academy is to train and educate students in all aspects of maintaining safety while on the road. The program prepares students for the test given by the DMV to achieve a learner's permit.

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**School Cancellation and Refund Policy:** Deposits are nonrefundable. A full refund (minus the deposit) will be granted if a student/parent cancels enrollment **within 7 days of the planned course start date**. After this time no refunds shall be offered. If a student does not cancel within the allotted 7-day period or does not attend the first day of class a refund will not be offered, but the student will be allowed to reschedule to a different class upon approval of the school and only if there are vacancies.

If Hinton Driving Academy is unable to complete a student's course, then a parent or adult student may request a refund for the uncompleted portion of the course.

*A full refund will only be issued if a student has been instructed or trained by an unlicensed driving instructor. If a parent/student decides to have the driving portion completed at a different driving school due to the wait time being longer than expected but not exceeding our deadline given by the State of Louisiana then we can furnish the paperwork to do so.*

*However, the parent/student will not be given a credit or refund.*

- This refund should be made available within *10 days of the request*.
- If a reasonable refund request is not granted, the student and/or parent may apply against the school's surety bond.
- Any student trained by an unlicensed instructor shall be entitled to a refund of tuition and fees.
- In the event of a school closure, either voluntary measures or by the action of DPS, a refund will be issued upon request.
  - All refunds will be processed within 30 days after the effective date of termination or request, whichever occurs first.

**Admission Requirements:** The class is divided into 2 portions: in-class and Behind the Wheel (BTW). There are age requirements for both portions.

- Students must be at least 14 years and 9 months of age to be eligible for the in-classroom portion of the course.
- Students must be at least 15 years of age to be eligible for the behind-the-wheel portion of the class.
- Any minor student must be in the 8<sup>th</sup> grade or higher.

**Course Length:** Minor students shall complete **30 hours of classroom and 8 hours of behind-the-wheel driving instruction.**

The BTW portion will be scheduled for the following business days until all students have completed the required hours. **No Student will be allowed to drive until all classroom hours have been completed and student is at least 15 years of age.**

Adults students shall complete **6 hours of classroom and 8 hours of behind-the-wheel driving instruction.**

Upon completion of student of 14 or 38 hours course, the school shall provide one original and one additional Certificate of Successful Completion.

**38- Hour Course Cost:** The course is divided into two portions: in-classroom and behind the wheel (BTW)

- The cost for the in-classroom portion is \$100
- The cost for the BTW portion is \$325
- **Total Cost of Tuition: \$425**

**14- Hour Course Cost:** The course is divided into two portions: in-classroom and behind the wheel (BTW)

- The cost for the in-classroom portion is \$100
- The cost for the BTW portion is \$280
- **Total Cost of Tuition: \$380**

**Grading Policy:** Students will be given study guides following each chapter. A passing score of 80% for the classroom portion (knowledge test) and a score of 70% must be achieved behind the wheel to successfully complete the course and certificate issued. (A driving rubric will be used for the BTW portion.) If the student does not successfully pass the exams, they can re-take the exam the following day. **After 2 failed attempts the student will be required to re-attend the classroom portion of the class.** *Student's may request additional retests at a fee of \$20 upon approval of the Hinton Driving Academy. Re-tests after 2 failed attempts are not guaranteed and are solely based upon the discretion of the Hinton Driving Academy.*

**Typical Course Schedules: 30-Hour Course will consist of either 4 days of instruction in the classroom for 8 hours each day OR 10 evenings of instructions in the class room for 3 hours each evening.**

Day Classes will begin at 8 a.m. and will conclude at 4 p.m.

- Breaks will be given at...
    - 9:30 – 9:40 AM
    - 12:00 – 12:30 (lunch break)
    - 1:50 pm – 2 PM
    - 3:30- 3:40 PM
    - Dismiss at 4:00 PM (*Totaling 8 hours every day; 7.5 instruction hours.*)
  - This will make up 30 hours of classroom instruction, minus 30-minute lunch periods each day.
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Evening Classes will begin at 4 PM and will conclude at 7 p.m.

- Breaks will be given at...
    - 5:00 PM – 5:10 PM
    - 6:00 PM – 6:10 PM
    - Dismiss at 7:00 PM (*Totaling 3 instruction hours every evening.*)
  - This will make up 30 hours of classroom instruction.
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**The 14-Hour Course will consist of 1 day of instruction in the classroom**

Classes will begin at 9 a.m. and will conclude at 4 p.m.

- Breaks will be given at...
    - 9:30 – 9:40 AM
    - 12:00 – 1:00 (lunch break)
    - 1:50 pm – 2 PM
    - 3:30- 3:40 PM
    - Dismiss at 4:00 PM (*Totaling 7 hours a day; 6 instruction hours.*)
  - This will make up 6 hours of classroom instruction
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**Lunches:** All **MINOR** students must stay on HDA premises during lunchtime but may either bring a lunch or use food delivery services. Some snacks and vending machines may be available at the HDA to purchase. Students should bring cash, change or card to purchase merchandise from the HDA. Gift cards are also available for purchase on our website if this is preferable to sending money with student.

We have a microwave and a refrigerator that students will have access to.

Parents or a family member may bring a lunch to the student during lunchtime if desired.

**Adult students** will be allowed to leave premises during lunchtime, but are expected to be back by the start of class.

**Tardiness:** Any students arriving **more than 10 minutes** after the start of class will not be allowed into the class and will have to schedule a make-up day. This is for both the respect and safety of our students and staff. *All doors are to remain locked during class time conducted after business hours and staff members are not permitted to allow people into the building after the start of class.*

**Pick up/Drop-Off Procedure:** Parents are to drop minor students off in front of the Hinton Driving Academy entrance and are not to leave until they see their child enter the premises. Hinton Driving Academy is only responsible for students once they enter our premises!

**Late Pick Up Policy:** Students are to be picked up promptly at time of class dismissal. Our instructors have schedules that they must maintain and any instructor that is left responsible for your child beyond our scheduled class hours must be compensated for their time. The Hinton Driving Academy has instituted the following late pick-up policy:

- Any student who is picked up late between 4:10 pm – 4:30 pm will be charged \$20.00.
- Any student who is picked up late between 4:31 pm – 5:00 pm will be charged \$40.00.
- Any student who is picked up late after 5:01 pm will be charged \$100.00.
- \*Late pick-up fees are based per class day. Certificates will be held until all fees are paid.

**Absences/Make-up Procedures:** All students must participate in all of the required hours of course time and may not be tardy. If a student misses any of the course time, the same content must be made up at a later time before the course can be passed.

**Dress Code:** In class we want to be comfortable, but in good taste. Jeans, shorts, capris, etc. are fine for class.

Students attending the in-class portion of the lecture may bring food or drinks to the classroom, however, must clean up behind themselves.

**Textbooks & Study Guides:** Students will be provided with a read-only copy of the LA Driving Manuel to follow along in class. If students would like their own copy, they can purchase them from the Hinton Driving Academy or download a copy for free from our website. Students will be provided with study guides created by our school to help prepare them for the knowledge and road skills assessments given by the Office of Motor Vehicles.

**Use of cell phones in the classroom:** Please have phones on silent during class. Students will be permitted to use their phones during their allotted breaks. Students warned repeatedly about phone use during class will be dismissed and required to schedule a make-up day. All phones and books MUST be put away during tests!

**Cheating:** All books, papers, purses, and phones must be put away during tests. If a student is caught cheating during an examination, the test will be discontinued and students will receive a “zero” on that attempt. If caught cheating a second-time expulsion from the program is warranted, the student may not be permitted to re-take the course.

There will be no additional charges for use of the school vehicle or transportation while taking the 8 hours BTW portion.

**Behind the Wheel Training:** All students scheduling for BTW training must be 15 years of age or older AND must have COMPLETED all classroom hours in order to drive with one of our instructors. All students must have their T.I.P. card in their possession in order to attend class or drive with one of our instructors. If a student arrives or is picked up and does not have the Temporary Instructional Permit (TIP) card on hand, the behind-the-wheel driving session will be canceled and the student/parent will be charged a \$50.00 cancellation fee to cover the instructor’s cost. This fee will be required before the next scheduled session can begin. If a student arrives to class without a T.I.P. they will not be permitted to stay. If they cannot produce their T.I.P. before 10 minutes after the start of class they will be counted as absent that day and will have to make up the hours before proceeding in the course.

**BTW Delay Policy:** We strive to work as fast as possible to avoid an extended waiting period to complete the behind-the-wheel sessions. Our goal is to have each student completed as soon as possible, but no longer than three (3) months for the adult students and no longer than four (4) months for the minor students after completing the classroom portion as permitted by the State of Louisiana.

Delayed waiting times may occur in the event of the following:

(1) Inclement weather. In the event that the weather does not permit, our instructors will notify the parent/student to reschedule the behind-the-wheel driving session to ensure the safety of our students and our instructors.

(2) Summer/Holidays. The summer and holiday classes are considered the busy season. Please be advised that the summer and holiday courses may delay the behind-the-wheel session. However, each student is expected to complete the entire course within three (3) for our adult students and four (4) months for our minor students from the last date of their enrolled classroom portion course.

Our driving instructors will contact the parent/student to schedule the behind-the-wheel driving sessions or parent/student may schedule online through our website.

**Missed/Canceled Driving Policy:** If a student misses or cancels a scheduled driving session without a (24-hour notice) a cash fee of \$50.00 will be charged to cover the instructor's cost. This fee will be required before the next scheduled session can begin. Certificates will be held until all fees are paid. No certificate will be awarded until the course requirements are met.

**Lost Certificate Policy:** If a certificate is misplaced or lost after being handed over by Hinton Driving Academy \$20.00 cash replacement charge will be applied. If a sealed envelope containing the proof of passing the in-class written exam and/or the road skills driving test is misplaced or lost after being handed over by a Hinton Driving Academy instructor, there will be a \$100.00 replacement charge for the written test and a \$50.00 charge for the road skills test. Any test that was taken will have to be administered again.

**Returned Check Policy:** Upon receipt of the returned check, the issuer will be notified and informed they have ten days to make \*restitution, including a \$35.00 NFS fee, to prevent any further collection activity. Returned checks, along with the state's maximum allowable returned check fee, may be electronically presented to your bank. A hold will be placed on the individual or his or her child's certificate. Payment for a returned check must be received in the form of cash, cashier's check, or money order. A personal check will not be accepted as repayment for a returned check. Returned checks that are not paid may be filed with the Louisiana District Attorney's Office.

**Student Agreement Policy:** All students will sign a Student Agreement pertaining to classroom rules, behavior and expectations. Students are expected to arrive on time and maintain a courteous and respectful attitude. No student should engage in any form of behavior that interferes with the academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of Hinton Driving Academy's programs or services. Students who become disruptive will be offered a warning on their first offense, but if the disruption continues to occur, depending on the student's age, his or her parents will be contacted and the student may be dismissed from the class at the discretion of the instructor. Any student who is dismissed from a class on two separate occasions will be dismissed from the course entirely without any sort of refund.

**Photo Release Policy:** As a parent or student enrolling and taking part of any of the services offered by Hinton Driving Academy, you hereby grant to Hinton Driving Academy the absolute and irrevocable right and unrestricted permission in respect of photographic portraits, or any pictures Hinton Driving Academy had taken of you or your child or in which you or he/she may be included with others, editorial or any other media such as film or video, to copyright the same; to re-use, publish and republish the same in whole or in part, individually or in conjunction with other photographs, and in conjunction with any printed matter, in any and all media now or hereafter known, including web pages and social networking media, and for any other purpose whatsoever, for illustration, promotion, art, editorial, advertising, and trade, or any other purpose whatsoever without restriction as to alteration; from time to time, or reproductions thereof in color, black and white or otherwise made through any media. As a parent or student enrolling and taking part in any of the services offered by Hinton Driving Academy, you hereby waive any right that you may have to inspect or approve the finished products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. As a parent or student enrolling and taking part in any of the services offered by Hinton Driving Academy's, you hereby release, discharge, and agree to save harmless Hinton Driving Academy, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability in connection with the use of the photographs, video and/or film as aforesaid or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise, as well as any publication thereof. As a parent or student enrolling and taking part in any of the services offered by Hinton Driving Academy, you understand that the photographs, video, and/or film were taken by Hinton Driving Academy will be included in stock files. You agree that the photographs, the transparencies thereof, video and/or film, and the rights to copyright the same, shall be the sole property of Hinton Driving Academy, with full right of lawful disposition in any manner. As a parent or student enrolling and taking part in any of the services offered by Hinton Driving Academy, you hereby grant permission to Hinton Driving Academy to photograph the Hinton Driving Academy participant during activities and to use the photographs, video and/or film in Hinton Driving Academy audio-visual and printed materials without compensation or approval rights.

**Legal Disclaimer:** Completion of any course at Hinton Driving Academy does not guarantee that a driver's license will be issued to a student nor will this course count for any school or court credit. Students may qualify for a discount on auto insurance premiums; contact your agent for details.

All payments, prices, specifications, options, and information are subject to change without notice.

**\*\* Certificates will be held until ALL fees are paid. \*\***

**Complaint Procedure:** [Students/Parents are encouraged to voice their concerns through our complaint portal.](#) If an acceptable agreement cannot be made within 10-days time



**students/parents will be forwarded to the Department of Motor Vehicles, Training & Certification Unit.**

**Student complaints relative to actions of school officials shall be addressed to the Louisiana Department of Motor Vehicles, Training & Certification Unit, 225-925-1795, [dhoover@dps.la.gov](mailto:dhoover@dps.la.gov); only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's official.**

**Parent/Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# WELCOME TO THE PARENT MEETING

## Please Sign In!

**Hinton Driving Academy**  
**100 West Arizona Ave**  
**Ruston, LA 71270**

<b>Hinton Driving Academy</b> <b>100 West Arizona Ave</b> <b>Ruston, LA 71270</b>		
<b>Date of Parent Meeting</b>	<b>Dates of Class</b>	
<b>This parent meeting will discuss the following items:</b>		
A review of the course content of the Driver's Education Course.	A review of the leading factors involved in Teen Driver Collisions.	
The Graduated Driver License program.	Determining the Readiness of the Teen to begin the Driving Process.	
The Parent's Responsibility to Enhance the Teen's Driving Experience.	Supervising the Teen's Driving to determine their Readiness to advance to the next Licensing Stage.	
The Parent/Guardian's Responsibility to provide a Minimum of 50 hours of Supervised Practice Driving, including 15 hours Night Time Practice for the Teen.	The Parent/Teen Agreement.	
<b>I the undersigned <u>Parent/Guardian</u> certify that I have participated in the Parent Meeting, was informed of all of the topics listed above, and will work with my Teen on each topic.</b>		
<b>No#</b>	<b>Student Printed Name, (printed by school).</b>	<b>Parent/Guardian's Printed Name &amp; Signature</b>
1		