



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1043 Sterling Rd. Suite #101, Herndon, VA 20170
8300 Old Courthouse Rd. Suite #230A, Vienna, VA 22182
Phone: (703) 478-6800 Website: www.aadrivingacademy.net Email: info@aadivingacademy.net

CONTRACT AGREEMENT

This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between AA Driving Academy, Inc. (the School) and

the Student: (Last Name) (First Name) (Full Middle) Date of Birth

Student Home Address Student Home Phone #
City State Zip Code Student Cell Phone #
Student Email Address Parent/Guardian or Emergency Contact Name Parent/Guardian or Emergency Contact Phone #

Does the student have any physical or mental disabilities? Yes No If so, please describe:

Does the student have any special needs? Yes No If so, please describe:

Is the student on any medication(s)? Yes No If so, please describe:

- I, the above listed student, agree to be enrolled in one of the following Virginia State Approved program(s) with AA Driving Academy, Inc.
Drivers Manual/Re-Examination program (8hrs or 36hrs)
Drivers Education Program: Classroom Drivers Education Online Drivers Education
Driving Training Program: Teen Behind the Wheel Adult License Waiver Program
Private Lessons/1 on 1 Training

FEES

\*\*\*(Scheduling and pricing are subject to change without notice)\*\*\*

Table with 7 columns: Drivers Manual / Re-Examination, 36hrs Classroom Drivers Education, 36hrs Online Drivers Education, Teen Behind the Wheel Only, Teen Licensing Package Program, Private Lessons / 1 on 1 Training, Adult License Waiver Program. Includes pricing and descriptions for each program.

90min Parent/Teen Class: \$49

Behind the Wheel Re-Examination Course: \$299

There will be an additional charge of \$110 for use of a school vehicle in taking a driving test to obtain a drivers license from the DMV

\*Replacement of Completion Paper: There will be a \$30 fee to replace any completion documents/certificates.

\*NSF Fee: There will be a \$35 fee for any dishonored check that is returned by a bank or financial institution.

Students taking the Drivers Manual/Re-Examination class are required to complete 36 hours of the course if they have never taken drivers ed. Students 18 and older are required to do a minimum of 8-hours for the Re-Examination class. Students under 18 may take the eight (8) hour course if they have previously completed driver's education and provide proof of completion (DEC-1: pink or green certificate).

Students under the age of 18 are required to complete a State Approved Driver's Education Program and also hold their Learner's Permit for 9 months in order to receive their temporary driver's license (DTS-B).

**The Driver's Education Program entails three (3) parts:** 36-hours of *Driver's Education (Classroom or Online)*, a 90-minute *Parent/Teen class* (as required by Virginia Code "22.1-205(A)" and 14 sessions of in-car instruction for the *Behind The Wheel Program* (7x50min of Driving & 7x50min of Observation), with other students in the car. Only 2 periods of instruction (Driving & Observation) are given during each appointment. The *Behind The Wheel* instructions are given in a dual-control vehicle which is equipped with a brake pedal on the (passenger) side for instructor use, restraint systems, extra rear view mirrors and a roof top sign. Adequate insurance coverage is carried for this vehicle and all who use or ride in it.

In the event of a scheduled lesson where only one student attends the session, I give AA Driving Academy, Inc. instructors permission to have my son/daughter receive one-on-one driver training with an instructor.

Any student taking 36 hours of *Driver's Education Online*, acknowledges that they **MUST** first complete the 90-minute Parent/Teen class before taking the final test, per the Virginia DMV. Also they **MUST** complete the course within nine (9) months of registration. And there will be **NO** refund after starting the online course.

**Students 18 and older** who obtained a learners permit and have held it for at least 60 days before taking the *Final Road Test* at the DMV, in order to get their drivers license, are not required to attend a Driving Training School. However, if students would like to waive the 60-day waiting period, they are required to do the *Adult Waiver Program* and complete the State Approved *Driver's Education Program* (with the exception of the 90-min Parent/Teen class) in order to receive a **DTS-D** form.

**\*Cancellation Policy:** Any Driving Instruction/Behind the Wheel appointment requires at least a **24-hour notice** beforehand. A notice is defined as the customer calls their instructor and either speaking to them directly or leaving them voicemail in addition to having sent a text message. The instructor needs to confirm that they have received your notice in adequate time. If the requirement is not met, the 1<sup>st</sup> time will be a courtesy warning from the instructor. However, the 2<sup>nd</sup> time it happens, the offending customer will be fined a \$30.00 cancellation fee. The cancellation fee **MUST** be paid before the start of the next lesson. There is no fee charged for unavoidable absenteeism or extreme emergency, and the remaining parts of the program will be rescheduled between the instructor and the student.

**\*Refund Policy:** A.A. Driving Academy Inc. will refund all the fees for unforeseen reasons within 30 days of signing the contract, if we are unable or willing to perform our part of the contract within a reasonable time period (30 days). This does **NOT** apply to *Driver's Education Online*. The refund itself will be a prorated, per diem refund. If an instructor completed sessions, they will be paid for their time spent and sessions/lessons given (estimated by **A.A. Driving Academy Inc.**), and made any time after 10 days of receiving the request. Absolutely no refunds after 3 appointments of Behind The Wheel. The request for refund must be submitted in writing (email to: [info@adrivingacademy.net](mailto:info@adrivingacademy.net)).

**\*Liabilities:** Students (over 18 years of age)/Parents/Legal Guardians will be held liable for any willful (or intentional) destruction of school property (automobile, books, office equipment, building, etc.) caused by the student. Penalties can include dismissal of student and/or forfeit of tuition to cover the loss. **AA Driving Academy is not responsible for the unlawful actions of the student.**

**\*Disclosure:** The instruction period does not guarantee that any student will pass the state license examination or that the student can secure a license, or that the student will be guaranteed employment upon completion of any course instruction. I have full understanding that the student will be under school supervision during the entire program. I also assure you of my full cooperation. It is the student's or, in the case of a minor, the parent's/legal guardian's responsibility to report to the Department any concerns regarding school facilities, the instructor's behavior or the quality of the sessions of actual driving and observation under the supervision of a certified teacher.

DMV is committed to promoting transportation safety through the certification of quality driver training programs.  
If you have any comments or concerns about the above courses, please call the toll free Tel #: 1(877) 855-5790.

By signing below, I consent to having read the contract in its entirety. Also I am confirming complete understanding & agreement to all policies, terms and conditions in this contract.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Signature (If student is 18 or older)    Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Legal Guardian Signature (If student is under 18)    Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
AA Driving Academy Representative Signature    Date

<b>**FOR OFFICE USE ONLY**</b>	
Program(s) Requested: _____	Total Amount or Package Price: \$ _____
Paid: \$ _____ on ____/____/____	Method of Payment: _____ Received By: _____
Owe: \$ _____ due on ____/____/____	