



## **Minuteman Community Education Driver Education Program**

Dear Parent & Student:

CS Driving School has contracted with Minuteman Community Education to offer Driver Education to students wishing to obtain their Certificate of Driver Education. Below is a summary of the Driver Education Program requirements along with the Student/Parent Contract and Registration Form. CS Driving School must receive a signed copy of the Student/Parent Contract before the student begins their Classroom Instruction or Behind-the-Wheel Lesson (whichever comes first). A full description of CS' Terms of Service can be found at <http://www.csdriving.com/tos.pdf>

### **The Complete Driver Education Program: Cost: \$695.00**

This package fulfills all RMV requirements for Junior Operators to obtain a Driver Education Certificate of Completion and become eligible to take a Road Test and receive a License. The program consists of 30 hours of Classroom Instruction; 12 hours of Behind-the-Wheel Instruction; 6 hours of Observation and a 2 hour Parent Class.

### **Driver Education Age Requirements**

- 15 years 9 months: Student can begin Classroom Instruction
- 16 years: Legal age to operate with a Learner's Permit
- 16 ½ Years: Legal age (to the day) to be Licensed with a Driver Education Certificate
- 18 years: Legal age (to the day) to be Licensed with a Driver Education Certificate

**Parent Class:** A parent or guardian must attend a 2 hour Parent Class before the student can go on their Road Test. The Parent/Guardian will be introduced to the Driver Education Curriculum, the Junior Operator's Law (JOL) and driving skills and behaviors the student will be learning. It is recommended you attend this class before your teen begins the program. Register online at [www.csdriving.com](http://www.csdriving.com).

### **Advantages to Taking Driver Education through Minuteman High School**

The arrangements described have been made for the convenience of students taking a Driver Education Program at Minuteman High School. Students will complete their Classroom Instruction at the convenience of the high school. For Behind-the-Wheel lessons, students can schedule their pick-up / drop-off at the high school or a CS approved location in Lexington.

### **Why Get a Driver Education Certificate**

Once a student has held their Learner's Permit for a minimum of 6 months, completed all components of the Driver Education Program and has a clean driving record, a Certificate of Driver Education Completion will allow a student to take their Road Test and obtain their Driver's License before age 18. The Certificate also enables the student to obtain a reduction in car insurance for several years. Contact your insurance company for more information.

**Other Fees:** (not included in the cost of the Program)

#### **RMV Fees** (payable to MassDOT)

- **Learner's Permit \$30:** Paid to RMV the day of student's Permit Exam.
- **RMV License Fee \$50 and RMV Road Test Fee \$35:** These fees can be paid the day of the student's Permit Exam or online at [www.mass.gov/rmv](http://www.mass.gov/rmv) once the student knows their Road Test date. These fees must be paid before the student's Road Test or their License will be delayed.
- **Driver Education Certificate of Completion \$15:** When the student has completed all components of the Driver Education Program, CS Driving School will mail your check to the RMV. The check is made payable to MassDOT and delivered to CS Driving School (Waltham location) or given to the CS Instructor on the student's last driving hour. Students under 18 will not be able to schedule a Road Test until the Certificate has been issued.

#### **CS Road Test Sponsorship Fee \$125** (Optional):

- This fee is paid directly to CS Driving School if a student would like CS Driving School to sponsor them at an Individual Road Test or Weekend Group Road Test. This fee includes the use of a CS Driving School Vehicle and a CS Instructor (Sponsor) on Road Test Day.

\* The Complete Driver Education Course must be completed within 2 years from the student's Start Date. No refund will be allowed after 1 year.

\* If a student has been registered with CS Driving School for 12 months or longer with no activity during the 12 months, the student will not be guaranteed driving hours during the summer months. No refund will be allowed after 1 year.

\* After the first Classroom or Behind-the-Wheel attendance, tuition is non-refundable.

\* Classroom Sessions must reach a minimum of twelve (12) registered students in order for the class to be held.

Please refer to CS Driving School's Terms of Service located at <http://www.csdriving.com/tos.pdf> which outlines, in detail, all components of the Driver Education Program and CS Driving School's policies and procedures.



## Student/Parent Terms of Service

As a student of the Minuteman Driver Education Program, I agree to the following policies and understand the following rules:

- My age at the time of this registration is 15 years, 9 months or older.
- **Refund Policy:** A \$10 processing fee will be charged for all refunds. Full refunds, minus the \$10 processing fee, will be issued when a student withdraws more than 2 business days prior to the start of the class. A 75% refund, minus the \$10 processing fee, will be issued to students withdrawing less than 2 business days prior to the start of the class and prior to the second class. No refunds will be issued after the second class or after a one-night class has already taken place.
- I understand that in order to become eligible to receive a Driver Education Certificate of Completion from the Registry of Motor Vehicles, I must complete the following requirements:
  - 30 hours of Classroom Instruction, 12 hours Behind-the-Wheel Instruction, 6 hours Observation, 2 hour Parent Class and 40 hours of driving with a parent, guardian or someone at least 21 years old with a valid License.
- If I miss a class for any reason, I must make up the missed class in a subsequent month. If I do not attend the make-up class, I will not be eligible to pass the course. Tardiness and/or early departure from any session will count as an absence.
- The instructor has authority to release a student from the program who is disruptive. The student will not be eligible for a refund.
- I understand the Massachusetts Registry of Motor Vehicles requires a student to hold their Learner's Permit for six (6) months and successfully complete all components of the Driver Education Program in order to become eligible to receive a Certificate of Completion and take a Road Test to obtain a License. **Because of this requirement, CS' Behind-the-Wheel policy allows students to schedule one (1) driving hour every 13 days.** This system has proven to be successful as it allows students to complete their twelve (12) driving hours close to their eligibility date. It also provides the time required by parents (between lessons) to complete their 40 hours of driving with their teen.
- I understand that if I do not live in one of our service areas, the pick-up and drop-off location must be from Minuteman High School (CS service areas are listed at [www.csdriving.com](http://www.csdriving.com)).
- I have read CS Driving School's Terms of Service located at <http://www.csdriving.com/tos.pdf>

### Classroom Instruction: Rules & Restrictions

- All classes must reach a minimum enrollment of twelve students at least five school days prior to the session start date or the class will be cancelled.
- If there's no school or early dismissal because of inclement weather, Driver's Ed is also cancelled.
- Attendance is mandatory. We realize there may be times when an absence is unavoidable. Each missed class must be made up in another corresponding session. Students with more than three (3) outstanding classes will not be permitted to take the Final Exam. Registration is mandatory for make-up classes. Call CS to register for make-up classes.
- **Classroom Final Exam:** Each student must pass the course with no less than a score of 80%. Students are required to have a properly maintained notebook; pass periodic quizzes given at the Instructor's discretion and pass a Final Exam on the last day of class. A student failing the Exam will have the opportunity to take it a second time. Parents will be notified.

### Behind-the-Wheel Cancellation Policy

A 24-hour notice is required if you need to cancel your Behind-the-Wheel lesson. If less than a 24-hour notice is received, you will be charged a \$60 cancellation fee. You can conveniently cancel an appointment by email at [contact@csdriving.com](mailto:contact@csdriving.com) or by calling CS Driving School at (781) 891-0460 during business hours. Voicemails will not be accepted when cancelling a lesson. A student will also be charged a \$60 cancellation fee when a 24-hour notice is not received for the following reasons:

- If they do not appear for a scheduled lesson; If a student does not have their original permit, glasses/contacts in their possession, a change in pick-up/drop-off location that is not approved by the office, if a student is more than 10 minutes late for their driving lesson.

**Please note: A student will not be issued a Certificate of Completion if they have an outstanding balance on their account.**

CS Driving School & Minuteman Community Education are not responsible for lost, stolen or damaged property while in the classroom or school vehicles.

By signing below, I have read and agree with the Student/Parent Contract outlined above by Minuteman Community Education and CS Driving School. Please go to <http://www.csdriving.com/tos.pdf> to view CS Driving School's complete Terms of Service.

\_\_\_\_\_  
Student Signature (REQUIRED)

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

\_\_\_\_\_  
Parent/Guardian Signature (REQUIRED)

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



# Minuteman Community Education Driver Education Registration Form

**To Register: Complete registration form and contract, return to Minuteman Community Education**  
758 Marrett Road, Lexington, MA 02421 (Tel: 781.861.7150)

PLEASE PRINT

**Student Information**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender:  Male  
 Female  
Health Issues:  Yes, please explain: \_\_\_\_\_  
 No  
Email: \_\_\_\_\_ High School: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Learner's Permit:  Yes Permit #: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 No

**Parent/Guardian (1) Information**

**Parent/Guardian (2) Information**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Class Selection:** Refer to the calendar for available class dates, and make your selection below.

	Session	Start Date
FIRST CHOICE		
SECOND CHOICE		

**Tuition:** \$695.00 made payable to Minuteman Community Education

**Refund Policy:** A \$10 processing fee will be charged for all refunds. Full refunds, minus the \$10 processing fee, will be issued when a student withdraws more than 2 business days prior to the start of the class. A 75% refund, minus the \$10 processing fee, will be issued to students withdrawing less than 2 business days prior to the start of the class and prior to the second class. No refunds will be issued after the second class or after a one-night class has already taken place.

**PAYMENT INFORMATION** Paid On-line

Please make CHECK payable to Minuteman Community Education - or - Provide your CREDIT CARD information (Visa or MasterCard ONLY)

CC #:     -     -     -

Expiration Date:   /   Verification Code (last 3 digits on back):

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_