



[WWW.KEYS DRIVINGSCHOOL.NET](http://WWW.KEYS DRIVINGSCHOOL.NET)

Corporate Office 5208 Dawes Avenue Alexandria, VA 22311 703-303-5020

**Behind-The-Wheel Agreement**

Please print all the required information:

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

between KEYS Driving School, Inc. and Full Name: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last First Middle

Birth Date: \_\_\_/\_\_\_/\_\_\_ Male \_\_\_ Female \_\_\_ Student Email: \_\_\_\_\_

Permit/Customer No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Issue Date: \_\_\_/\_\_\_/\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent Email: \_\_\_\_\_ High School Name: \_\_\_\_\_

Parent / Guardian Address: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Are you taking any medications: Yes \_\_\_ No \_\_\_ (if yes, please describe) \_\_\_\_\_

List any other medical conditions or learning disabilities: \_\_\_\_\_

**The following conditions must be understood before enrolling.**

1. Course consists of minimum of 14 periods of Behind-The- Wheel instruction for student less than 19 years of age. (7 periods of observation and 7 periods of actual driving) at cost of \$250.00 for Fairfax, Arlington, Falls Church, Alexandria and City of Alexandria; \$265 for most of Prince William County; \$295 Stafford. (Each period is fifty minutes long).

2. **Additional behind-The-Wheel lessons** are available at \$45.00 per lesson.

(Lessons are sixty minutes long).

3. Free pick-up is provided only in Fairfax, Arlington, Alexandria, City of Alexandria, Falls Church and most of Prince William County area.



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4. Students 17 years of age and under are required to complete a state approved driver's education program prior to receiving a driver's license. (Students 18 years of age and older may hold their learner's permit for 60 days in lieu of completing a driver training course).
5. A refund of all fees paid will be made, upon request, if school is not capable of or willing to begin instruction within 30 calendar days from the date agreed to in the contract.
6. This contract is valid for 4 months from the first driving lesson. Unless KEYS Driving School, Inc. amends this provision writing. Approval must be signed by the parent, student and Director of the Company.
7. **A minimum of 24 hours' notice is required for cancellation of Behind-The-Wheel lessons. Failure to comply will result in a charge of \$30 and 1 week wait before lessons can be resumed. When canceling, the student or a parent must speak to an Office Representative during the business hours: 10am – 5pm M-F Sat 11am - 2 pm or cancellation via E-Mail (info@keysdrivingschool.net) Sorry no Exceptions.**
8. Behind-The-Wheel Course can take up to four weeks to complete.
9. Rush Behind-The-Wheel Course. Consists of 7 driving lessons in 8-10 days including 50 minutes of Behind-The-Wheel and 50 minutes Observation time. There is a charge of **\$50** for this service. Refund will be paid for the cancellation only prior to the beginning of this program. No Exceptions.
10. Student will be notified by phone call in the event the school cancels classes. Cancelled classes will be made up at the end of the course.
11. School does not guarantee that any student will pass the state license examination or that the student can secure a license or that student will be guaranteed employment upon completion of any course instructions.
12. To retest for a license, there will be \$45 fee. Lost or misplaced DTS-B Will be re-issued for However, processing **fee of \$25** will be charged for record search. **Fee of free. \$45** will be charged for termination of contract along with cost of lessons taken.



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13. **A Fee of \$45.00** will be charged for any insufficient fund or stop payment of check that is returned by a bank. Issuer of the check will be responsible for all legal expenses.
14. Sleeping or cell phone usage is not allowed during driving or observation.
15. Any student suspected of being under the influence of alcohol or drugs while attending class or road instruction will be immediately expelled from the program. A conference will be held with their parent/guardian as well as the local law enforcement officials being contacted. Also, **NO refund and DMV will be notified.**
16. **ATTITUDE** and **MATURITY** are an important part of this course. Any student who is found to be DISRUPTIVE or DISRESPECTFUL to instructor, other students or anyone associated with KEYS Driving School, Inc. shall be dismissed by the instructor at the instructor's discretion. **NO refund** from the program will be given.
17. It is the responsibility of the student or in the case of minor the parent/legal guardian to report to Department of Motor Vehicles any concerns regarding school facilities, instructor behavior or quality of instruction provided by the school.
18. **Refund Policy is as follows:**

For notice of withdrawal received prior to the first day of Drivers Education classes and Behind the Wheel Lessons for the scheduled session, a refund of one hundred percent of total tuition will be granted for both Drivers Education and Behind The Wheel students minus the **\$25.00 for processing**. For notice of withdrawal received on the first day of classes/lessons and through Second day of classes/lessons that session, a refund of fifty percent of total tuition minus **\$25.00** for processing fee applicable to the courses for which registered will be granted for Drivers Education and Behind The Wheel students. For a reduction in load which occurs on the first day of classes and through the third scheduled day of that session, fifty percent of the difference of the tuition applicable to the original and revised course schedule will be refunded.

**No refund** of tuition will be granted for either Drivers Education or Behind the Wheel students beyond the third day of class after the first day of classes and or Lessons.

**Students Covered** For purposes of the refund policy outlined above, an individual is considered a student when he or she has registered and paid, in part or full, either by cash or by obligation, by the first day of class.



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**We have read this contract and agree to abide by all the conditions:**

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**Keys Driving School Rep Signature**

It should be emphasized that successful completion of a driver education program does not and should not imply that your child is a safe, accomplished driver. During the course, student is instructed in the basic skills necessary for the safe operation of motor vehicle. However, as with any skills, it is only with repeated practice that the skill is developed and perfected. Your continued work with your son/daughter is essential to further development of sound driving skills. It is mandatory that you provide your child with a minimum of **forty five hours** of additional supervised behind-the-wheel driving conducted before Program Completion. **As a parent, you must make the ultimate decision to determine if your child is ready to handle the responsibility of operating a motor vehicle Unsupervised.**

I hereby request that my son/daughter \_\_\_\_\_, be enrolled in a state-approved **Behind-The-Wheel** program. I understand that completion of this course does not signify that his/her driving skills are proficient enough to operate a motor vehicle without adult supervision.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent or Legal Guardian Signature

**DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have comments or concerns about this course, call toll free number 1-877-885-5790.**

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**Attention Parents / Guardians / Students:**

- Course takes about 18 to 21 days to complete.(About 3 lessons a week)
- We try to schedule lesson appointments 1-2 days in advance. Office contacts students with their scheduled appointments. Lessons are scheduled by the office NOT instructors.
- A minimum of 24 hours' notice is required for cancellation of Behind-The-Wheel lessons. Failure to comply will result in a charge of \$30 and 1 week wait before lessons can be Resumed. When canceling, the student or a parent must speak to an Office Representative during the business hours: 9am – 6pm M-F Sat 11am - 2 pm or cancellation via E-Mail (info@keysdrivingschool.net) **Sorry no Exceptions.**
- If the student has sports, after school activities, work etc, and you know the schedule of these activities; we would appreciate if you could let the office know in advance.
- We encourage parents to be involved in the student's progress. You are paying for this service, please be involved and make sure your child is getting the full benefit of this service

Please feel free to call the office or ask the instructor about your child's improvements during the course.

If you have any comments or concerns, please give us a call to discuss the issue. Ph: 703-303-5020 or email us at [info@keysdrivingschool.net](mailto:info@keysdrivingschool.net).

**For Office Use Only**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Amount Paid \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Money Order# \_\_\_\_\_

\_\_\_\_\_  
**KEYS Driving School Rep Signature**