



Stop n Go Driving n Traffic School Policy & Procedure Form

EVERY STUDENT/PARENT/GUARDIAN MUST READ AND UNDERSTAND PRIOR TO STUDENT REGISTERING

1. **ABSOLUTELY NO REFUNDS! HOWEVER, FUNDS ARE TRANSFERABLE TO A 3RD PARTY!**
2. PAYMENT MUST BE RECEIVED PRIOR TO THE BEGINNING OF ENROLLMENT OR BTW LESSON.
3. THERE WILL BE A **\$35.00 RETURNED CHECK FEE CHARGED** FOR ALL RETURNED CHECKS.
4. THERE WILL BE A **\$25.00 CANCELLATION FEE** FOR CANCELLATIONS MADE THE SAME DAY OF THE SCHEDULED APPOINTMENT. **(To avoid a cancellation fee you need to cancel within 24hrs of scheduled appt.)**
5. STUDENT WILL BE GIVEN A LESSON PLAN AFTER THEIR 1st LESSON. UPON PICKUP OF THE STUDENT FOR THE 2ND LESSON, THE STUDENT WILL BE ASKED IF THEY HAVE THEIR LESSON PLAN, IF STUDENT CANNOT PRODUCE THEIR LESSON PLAN THE LESSON WILL BE CANCELLED IMMEDIATELY AND A **\$25.00 CANCELLATION FEE** WILL BE CHARGED. IF LESSON PLAN IS LOST AND HAS TO BE REPLACED BY THE INSTRUCTOR, THERE WILL BE A **\$25.00 REPROCESSING FEE**.
6. PLEASE ALLOW THE INSTRUCTOR 30 TO 45 MINUTES TO RETURN STUDENT BACK TO ORIGINAL PLACE OF PICKUP. YOU MUST KEEP IN MIND THAT ROAD CONDITIONS, MECHANICAL PROBLEMS OR EXTRA TIME TO EXPLAIN NEXT STUDENT COULD CAUSE A DELAY.
7. THERE WILL BE A **\$35.00 REPROCESSING FEE** FOR THE RE-ISSUANCE OF A LOST COMPLETION SLIP.
8. UPON PICKUP OF THE STUDENT, THE STUDENT MUST POSSESS THEIR PERMIT. ANY INCOMPLETE PAPER WORK COULD CAUSE THE LESSON TO BE CANCELLED, WHICH WOULD RESULT IN THE CHARGE OF A **\$25.00 CANCELLATION FEE**. STOP N GO IS NOT RESPONSIBLE FOR INCOMPLETE PAPERWORK.
9. STUDENTS MUST HAVE ALL PAPERWORK COMPLETED AND SIGNED WHERE INDICATED WHEN SCHEDULED FOR THEIR DMV ROAD TEST. SNG IS NOT RESPONSIBLE FOR INCOMPLETE PAPERWORK.
10. A COURTESY CALL WILL BE GIVEN FOR YOUR FIRST APPOINTMENT. YOU ARE RESPONSIBLE FOR YOUR 2ND AND 3RD APPOINTMENTS.

OUR PROGRAM CONSISTS OF THE FOLLOWING: Because the student is **REQUIRED** by DMV to have their permit 6 months before scheduling their road test with DMV, the appointments must be scheduled evenly throughout that 6 month period. Student/Parent/Guardian is instructed to contact Stop n Go Driving n Traffic School to schedule their 1st lesson as soon as the student has received their permit from DMV. The 2nd lesson should be scheduled midway through. The 3rd lesson should be scheduled near or around the ending of the student possessing their permit for 6 months. **REMEMBER THIS IS A DMV REQUIREMENT!** As a courtesy, we will schedule your DMV appointment for the day after your last lesson.

TENNIS SHOES MUST BE WORN ON ALL DRIVING LESSONS! NOT ADHERING TO THIS POLICY WILL CAUSE THE INSTRUCTOR NOT TO TAKE THE STUDENT AND A \$25.00 CANCELLATION FEE CHARGED TO YOU!

APPOINTMENTS ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS

Students Name (Please Print): _____ Date: _____

Student/Parent/Guardian Signature: _____
