

Advanced Driving School, Inc
617 West Main Street
Collinsville, IL 62234 (618) 345-1919

Advanced Driving School formally known as Metro Driving School, which has been in business since 1984, is Teen certified by the office of the Secretary of State, State of Illinois for both classroom driver education (30 hours) and behind-the-wheel (6 hours BTW & 6 hours observation.) The classroom sessions are taught in two-hour sessions, consisting of 15 classroom meetings. Students are allowed three absences that must be made up at our Collinsville or Granite City location. All disputes under Chapter II, Section 1060.80 shall be directed to the Secretary of State's office. This agreement constitutes the entire contract between the school and the client and no verbal assurances or promises not contained herein shall bind the school or the client. The school will not refund tuition when the school is capable and willing to perform its part of this contract. To avoid a \$25.00 fee all scheduled driving appointments must be cancelled within 24 hours of the appointment. Students are responsible for transportation to and from all lessons.

Enrollment requirements:

1. Must be at least 15 years old on or before the last day of the classroom portion.
2. Proof of Academic Progress:
 - A. Must show proof of passing 8 semester classes in the last two semesters of attendance (Approval Form signed by school administrator) or
 - B. Obtain a copy of the last two semesters of grades, or
 - C. Show proof of enrollment in an alternative or home school program, or
 - D. Show proof of enrollment in a G.E.D. program, or have a G.E.D. certificate of completion, or
 - E. A letter of waiver from your local district superintendent or the Regional Superintendent of Schools of your county.

Letter of certification may not be applied for until Academic Progress has been verified in proper written form.
Students must complete the entire course within 9 months from the date of the first classroom lesson.

The classroom consists of lecture over **Rules of the Road** and Drive Right textbooks. Total points of quizzes and tests determine classroom grades. The grading scale is 100% - 90% = A, 89% - 80% = B, 79% - 70% = C, 69% to 60% = D and 59% - 0% = F. Final points will be rounded off to the nearest whole number.

The behind the wheel grade is a separate grade from the classroom. The BTW grade will be determined by the student's ability to apply **The Rules of the Road**, driving skill, car control, and ability to execute specific driving maneuvers. The student will receive an A, B, C, D, or F grade. BTW only can be offered with proper verification of classroom and behind the wheel to apply for the letter of certification.

Cost for the classroom and behind the wheel is \$400.00. or ***\$360 If paid in full at time of registration.***
Payment: \$ 80.00 non-refundable registration fee
\$160.00 on the first day of classroom
\$160.00 on the last day of classroom
Total = \$400.00

To register by mail, please send a check or money order for \$80.00 along with the child's name, date of birth, address, telephone number, and the beginning class date. You have the option to pay online an \$80.00 registration fee or pay in full \$360.00 at www.advanceddrivingschool.org

Please detach the bottom portion of this letter and mail it in with your payment. Please make checks payable to Advanced Driving School. A \$25.00 service fee will be charged for all returned checks.

Name of Student _____ Parent Signature _____

Address _____ City _____ Zip _____

Phone Number _____ Date of Birth _____

Class Enrolling in _____

Check Enclosed Check# _____ or Paid Online

JESSE WHITE
SECRETARY OF STATE

COMMERCIAL DRIVER TRAINING SCHOOL SECTION

HOME SCHOOLED PARENTAL CONSENT FORM

THIS PORTION TO BE COMPLETED BY DRIVER TRAINING SCHOOL:

Name and Address of Driver Training School	
Student's Full Name	Last First Middle
Street Address	
City or Town	ZIP Code

THIS PORTION TO BE COMPLETED BY STUDENT AND PARENT/GUARDIAN:

The above-named person, is home schooled. I do hereby give my permission for him/her to take driving instructions from a Commercial Driver Training School.

Name of Parent/Guardian	
Parent/Guardian Address	Phone Number
City or Town	ZIP Code

Signature of Student

Date

Signature of Parent/Guardian

Date

Date

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The undersigned accept and agree as a condition of attending ADVANCED DRIVING SCHOOL, INC that the following have been reviewed and that the undersigned agree to uphold and adhere to the rules at all times as follows:

BTW RULES

1. All persons in the car will wear seatbelts at all times.
2. Students are required to carry driving permits in order to be eligible to drive. Permits must be shown to the instructor each time the student drives.
3. Quiet talking will be permitted during driving and observation times. Students will not be allowed to criticize or use profanity or any offensive language.
4. Students will be picked up and dropped off for driving at the front door of the Advanced Driving School office.
5. Students must be on time for driving lessons.
6. Parents of the students are required to provide a minimum of a 24 hour notice to cancel a driving appointment in order to facilitate scheduling. Students must call Advanced Driving School at (618) 345-1919.
7. Missing a driving lesson without 24 hour cancellation by the student will result in the payment of a \$25 fine before the scheduling of the next lesson.
8. The operation and control of the vehicle, including the use of the radio, is done at the discretion of the instructor. No portable music or cassettes will be allowed in the vehicle.
9. Smoking strictly prohibited in any Advanced Driving School vehicle.
10. All students must complete 6 hours of behind-the-wheel instruction and 6 hours of observation.
11. Advanced Driving School will not be responsible for students prior to or after the completion of instruction time.
12. A processing fee of \$10 will be charged for a duplicate blue slip or duplicate letter of completion. Payment must be made prior to reapplication.
13. Students must make their last payment on their final classroom period. The letter of certification will not be sent off for until all fees have been paid. Once everything is completed, the letter of certification will be applied for within 48 hours. Students should receive a letter from the state. If you have not received a letter within 2 weeks of applying for license, call us before going to the department of motor vehicles.

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CLASSROOM RULES

14. Food and/or drink will not be allowed in the building.
15. Smoking will not be allowed in the building.
16. Paper, two pocket folder, and pens/pencils are required for the class.
17. Students will be responsible for keeping the area around them clean.
18. Lectures and discussions are considered a portion of the student's grade. Students will be expected to be attentive during lectures and will be expected to participate in class discussions.
19. Students will be expected to respect all other persons and their property. (No fighting will be tolerated!)
20. Students will be allowed to talk when recognized by raising their hands.
21. Students will be expected to remain in their assigned seats unless asked to do otherwise.
22. Students are allowed four absences by state mandate. All absences must be made up. Students will automatically be dropped upon their fifth absence.
23. All make-up work will be due upon return to class.
24. No electronic devices are allowed in the classroom or behind-the-wheel. This includes the following list but is not limited to the following: radios, headsets, telephones, beeper, CD players, and/or look-alikes.
25. Students who drop the class for any reason of their own choosing, or if the student is dropped from the class for any reason, final payment will be due as scheduled on the last day of class. **NO REFUNDS WILL BE ISSUED.**
26. Students must make their final payment on the last day of the classroom. The letter of certification will not be sent off for until the payment is made.
27. All students must complete 30 hours of classroom.
28. Advanced Driving School will not be responsible for students prior to or after the conclusion of the scheduled class time.
29. Students are responsible for providing proper documentation of academic progress (passing 8 classes in the past two semesters), or homeschooled, or a waiver signed by the regional superintendent of schools. Classroom and BTW may be taken, but letters of certification cannot be applied for without written verification. If all documents are taken care of, fees have been paid, and the student has passed the course, the letter of certification will be sent off for within 48 hours. Certification letters take 2-5 weeks to get processed after they are sent off for.
30. There will a \$25 service fee on all returned checks.

The aforementioned rules have been established for the protection and safety of the total student population. Insubordination will not be tolerated. Disregard for the aforementioned rules may result in forfeiture of driving time or expulsion from the class. In the case of expulsion, full payment will be required at termination. **Students must complete the entire course within 9 months from the date of the first classroom lesson.**

I have read and I understand the rules for the classroom and behind-the-wheel. My signature indicates that I am willing to abide by said rules. I can choose to e-sign the documents by typing my name below.

Parent Signature

Date

Student Signature

Date

Advanced Driving School

Teen Driver's License Process

Select the course that works best for you and call our office at 618-345-1919

1. Registration

The price of the classroom and behind the wheel course is \$400.00 or \$360.00.

Payment can be made online. Or you may mail in a check or money. A \$25.00 will be added if check doesn't clear the first time.

- We offer a 10% discount if tuition is paid in full at registration. \$360.00
- Our deferred payment program terms are as follows:
- \$80.00 registration fee (Non-refundable) This will reserve a seat in the class.
- \$160.00 or \$240 the first day of class if registration fee wasn't paid
- \$160.00 the last day of the classroom session.

2. Get Forms Signed

Registration forms are needed by the first day of class. The forms can be submitted online, mailed, or you can bring them to class on the first day. Parents can complete all forms, but the Approval Form must be signed by the school or a copy of the most recent 2 semesters of grades is acceptable in place of the Approval Form.

- **[Public or Private School Registration Forms](#)**

Student's school signing showing they have passed 8 classes in last two semesters or a copy of the most recent 2 semesters of grades is acceptable in place of the Approval Form.

- **[Home Schooled Registration Forms](#)**

Students that are home schooled can have parents complete all forms.

3. Get Permit

Students may obtain a driving permit 30 days before the classroom begins if they are 15 years of age, registered and will complete the course with Advanced Driving School. Call for details. Students can also better prepare for the permit test by visiting our helpful links page on our website. There you will find a copy of the Rules of the Road and sample permit test for practice. If a student is not 15 yrs. old at the time of registration they will be able to obtain their driving permit while taking the course on their 15th birthday.

Forms and Identification needed for obtaining a permit are listed below:

- Proof of Name and Date of Birth - Certified copy of birth certificate or a valid passport. (Hospital birth certificates or photocopies *will not be accepted*)
- Proof of Residency - School ID, transcript, bank statement or parent's driver's license.
- Proof of Enrollment in Drivers Education Class (provided by Advanced Driving School)
- \$20 fee (Permit replacement fee is \$5 and you must bring above identification to the DMV)

4. Class Process/Balance Payment

Classroom instruction will be given in 15, two-hour sessions, during a minimum period of four weeks, **with no more than one session a day.**

Materials: Students must bring a two pocket folder and pen or pencil to class for taking notes and keep answer sheets organized. Books provided in the classroom are for **classroom use only.**

Vandalism to any materials provided by Advanced Driving School will result in immediate dismissal from the class and forfeiture of the tuition. Extra charges will be added for vandalism to any Advanced Driving School property for replacement of materials.

Absences: All students are required to sign in at the beginning of each class and be on time. Failure to sign in or excessive tardiness will result in an absence. Each student is allowed a maximum of four absences before being dropped from the course and any missed classroom time **must be made up to pass the course.**

Making-Up Classes: Students must make-up any missed classes, and may do this at any location. Parents can review the class dates on our website for each location. Once you choose a time & location please give us a call to set an appointment to check for availability.

5. Scheduled Drives

Students must have their instruction permit **IN HAND** in order to take their driving lesson. Generally, two students are grouped together for three hours of in-car instruction. Each student spends 90 minutes driving and the other observing. Students are required to have a total of 12 hours of training with the instructor. This will be 6 hours of driving and 6 hours of observation, that will consist of 4 driving appointments that will be 3 hours in length.

Canceling BTW Appointments: Students that need to cancel driving appointments must do so by calling 618-345-1919, please leave a message and the call will be forwarded to an answering machine. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give at least 24 hours notice of cancellation will result in a \$25 fee and all driving times will be suspended until payment is received.

*Note: All students must have their Instruction Permit **IN HAND** in order to take their driving lesson. If the permit is not **IN HAND**, the drive will be treated as a cancellation and the student will be charged the full cancellation fee.*

50 Hour Requirement: Students are required, by state law, to log 50 behind the wheel hours with a parent/legal guardian who is 21 years old and has held their license for at least 1 year. The student is also required to drive 10 of the hours at night. It is expected that the students use these 50 hours to practice driving between lessons with the instructor. [50HourSheet \[PDF\]](#)

6. Requirements Completed

Once you complete the in-car phase of the course, we then check to ensure all requirements are met. Anything that is incomplete will need to be made up before the students information will be turned in to the Secretary of State. (These could include missing forms, tuition or cancellation fees owed, and incomplete makeup work.)

7. Letter of Completion Request

The students Letter of Completion requests will be processed once the following requirements are met:

- All classroom instruction is completed, including all make-up classes.
- Tuition is paid in full.
- All three registration forms are signed and on file in the main office.
- All behind-the-wheel and observation time is completed
- **Once requirements are met, the Secretary of State will mail the student the Letter of Completion within 10 business days. If you do not receive the letter, call our office at 618-345-1919. Do not go to the DMV without notifying us. We will contact the Secretary State to expedite your information.**

8. Get your License

When obtaining a license; a student **must** have the following items:

- Letter from the Secretary of State showing proof that student has completed the state requirements. **Certificate of Completion**
- Instruction Permit
- 50 Hour Log with parent/guardian signature
- Proof of Name and Date of Birth – Birth Certificate
- Proof of Residency – Water Bill / Utility Bill
- Social Security Card - Signed

The last step is taking your behind the wheel test. Make sure the vehicle that you will be driving is in good working condition. The headlights, tail lights, turn signals, hazard lights, horn, and windshield wipers need to function properly. The vehicle must be properly registered, licensed and insured. Now you're ready to take the test, this is what you have been waiting for, right! Good luck and get plenty of rest the night before your test. Thank you for choosing Advanced Driving School, we really appreciate your business. Always remember most vehicle collisions are caused by drivers who follow to close and drive to fast.

This is a teen and parent contract that will help both teens and parents understand what is expected of them, and may even save a life.

Have Fun & Drive Safely.