



Advanced Driving School

Teen Driver's License Process

Select the course that works best for you. Call our office at 618-345-1919 if you have questions.

1. Registration

The entire program which is a 30 hour classroom session, and 12 hours of Behind the Wheel Training cost \$400. If you choose, you can pay for the program within a payment program see below for details. Payments can be made online 24/7 or you may mail in a check or money order.

Our payment plan terms are as follows:

- \$100.00 registration fee (Non-refundable) this will reserve a seat in the class.
- \$175.00 or \$275 the first day of class if registration fee wasn't paid
- \$175.00 the tenth session of the classroom training. *
- * A service fee will be added if check doesn't clear the first time.
- * A \$20 fee will be added to the account every 30 days an account is overdue.

2. Get Forms Signed

When students signs up for the class they will receive a Welcome email from the Advanced Driving School. This email will have a few attachments. There is a contract for the full program, and a contract for behind the wheel only. Please return the appropriate contract for the service you request. One of the attachments is the Driver Education Approval Form, this will be for students attending public or private school, and this will need to be signed by the school, or the student may bring in grades showing they are passing 8 courses within the last two semesters. If the student is Home Schooled, the parent must sign the Home Schooled form showing academic progress.

3. Get Permit

Students may obtain a permit once they are 15 years of age, have enrolled in a driver's education program, and have a permit application from the Driving School where enrolled. Students will be prepared in class for their permit test during the first four hours of class, and will need to go to the Department of Motor Vehicles (DMV) to take their permit test. Student can receive their permit 30 days before class starts and long as all requirements are met. Call for details.

Identification needed for obtaining a Driving Permit from your local DMV 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 (2 Documents) – Phone Bill / Utility Bill
- **Proof of Enrollment in Drivers Education Class** (provided by Advanced Driving School)
- **\$20 fee** (This fee is paid at your local DMV and the Driving Permit is valid for 2 yrs.)
- **Social Security Card** (signed) will be required.

If you have any questions contact your local 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. This folder and paperwork must stay within the classroom if student removes folder all class work will be required to complete the class. Any missing work sheets are required to be made-up. Student may check out a text book during the classroom session. If the book is not returned before the last class the student will receive a \$40 to their account.

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 at the cost of any 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.** If student is dropped from a class for absents they will be required to sign up and repay for the course again.

Making up Classes: Students are required to make-up any classes that are missed. We have several locations where classes can be made up when available. This will be determined by the number of students enrolled within the class, or per contract classes can be made up in Granite City or Collinsville. Student need to be ontime and cannot leave early while attending any class. Make-up classes are required to be made up before drive sessions begin.

5. Scheduled Drives

The driving school will issue the Permit Application if all required forms and payments have been met. Students may schedule In-Vehicle lessons once classroom is completed to include make-up classes, and students account is paid in full. Lessons are scheduled on a first-come, first-serve basis. All driving appointments will be scheduled through the student portal. Driving appointments are released on the third Wednesday of each month at 6:00 pm for the next months appointments. Student will update permit information in student portal before drives can be scheduled. 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. 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. Student are required to pass a basic driving test to pass the behind the wheel. So practice to make sure you become a safe driver.

Canceling BTW Appointments: Students who need to cancel driving appointments must go through the student portal, and click change on the appointment, then cancel lesson. Calls or emails are not accepted for canceling drives. All cancellations must be made at least 24 hours before the scheduled drive time. If less than 24 hours the system will not allow a cancellation, and will result in a \$40 fee being added to the account. 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 a cancellation fee.*

Completion: All Classroom & In-Vehicle training must be completed by the “Completion Date” which is 9 months from the first day of class. In-vehicle training scheduled after the completion date may be subject to an additional \$150 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.

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 student's 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 student's 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 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 may mail the student the Letter of Completion within 10 business days, or check your status through our helpful links page. Student Completion Button**

8. Get your License

When obtaining a license students **must** have the following items:

- **Check your completion status on our helpful links page by clicking the student completion button for conformation that the completion has been recorded.**
- Instruction Permit
- 50 Hour Log with parent/guardian signature
- Proof of Name and Date of Birth – Birth Certificate
- Proof of Residency (2 Documents) – Phone 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.

