

## **Dear Parents & Students:**

The following information has to be read and signed by both (parents & students) before joining the teen's course.

All students have to pre-register prior to the first class. All fees must be paid on or before the registration. Parent/Guardian has to sign documents during the registration period or before the first day of class. If you choose not to pay for the course in full, you can make weekly arrangements with the office. Late payments may result in the delay of behind the wheel sessions and the certificate of completion. A \$35.00 fee will be charged for all returned checks.

Once the student obtains their permit, they may begin to schedule their behind the wheel sessions after 14 days of in class sessions. Students may also drive with any other driver who is 21 years or older and has held a driver's license for at least one year.

Students are required by law to drive an additional 50 hours (not including the 6 hours with the driving school) to be eligible for a driving test.

Students should check their schedules carefully before selecting times for their driving lessons. For any reason, if the student cancel a scheduled driving lesson, must call at least 24 hours before the driving lesson or a \$35 charge will be charged.

### **Behaviour:**

Students are expected to conduct themselves in an orderly manner. If a student continually misbehaves or disrupts class, the parents will be notified. If the misbehavior continues, the student will be removed from the class and no refund will be given.

To ensure no delay in the certificate of completion please be sure that your child has: made up all missed classroom sessions, completed all behind the wheel sessions, paid balance in full, and turned in the last two semester grade report.

No Refund after the 4<sup>th</sup> day of class.

### **RESPONSIBILITIES & RULES OF CONDUCT**

- 1) While you are enrolled in the course, it is expected that you will help to keep the classroom, building, neighborhood, washrooms, hallways and cars neat and clean.
- 2) Please consult the driving school office if there are any problems or situations regarding eligibility, state requirements, payments or attendance.
- 3) Upon completion of driver education course, additional BTW lessons can be purchased at discounted price.
- 4) Students must have their permit for driving classes.
- 5) If needed the student should have their contact lenses or glasses for BTW lessons.
- 6) Students are advised to dress comfortably and must have shoes for their driving lessons.
- 7) If any student receive a citation for any violations during this course, the student will be fully responsible to pay their own fine.
- 8) All students must read State of Illinois rules of the road book and do their homework.
- 9) If you have moved during the course, you must inform the school and change your address with Secretary of State Office.
- 10) Disorderly conduct or violation of any rules may result in expulsion from the school.
- 11) According to Illinois state law, a student cannot receive their instructional permit before their 15th birth date, and cannot receive their driver's license before their 16th birth date.
- 12) After receiving the verification letter from Secretary of state for the completion of driver education course, they may go to the nearest Illinois Secretary of State driver's facility and take their driving test to get their license, one they have turned 16 years of age and has the permit for at least 9 month.

### **Cell Phone**

Cell Phone/Mobile Device Usage is not be permitted during any class room or BTW sessions. They must however set the device to silent/vibrate while in the classroom/instruction vehicle. This policy will be strictly enforced with one warning given. After the first warning the student must leave the device before the class and can pick up at the end of the session, for the rest of the course.

### **About the Course:**

State Law required students under age 18 to satisfactory complete the state-approved Teens Drivers Ed course. The required course is consists of 30 hours of classroom, 6 hours of behind the wheel instruction and 6 hours of observation.

The 30 hours class room will be take 3-4 weeks. After 14<sup>th</sup> day of class, students can start their observation and BTW classes. After the first week of class room training, any student can take the written test at any Illinois Secretary of State facility to get a driving permit. A student may take only one phase of the course if the other phase has been completed elsewhere and the student provides evidence of such completion. Classroom Attendance Students must be on time for their classes and each class will last the full two hours unless advised otherwise. Students must complete the full 30 hours of classroom to receive their certificate of completion. They may not miss more than four classes during their session. If they do, we are required by the Illinois Secretary of State to have the student retake the classroom portion of the course. Students will need to pay a \$50 fee to reenroll in a second classroom session. For those students missing four or fewer classes, need to make up all of the missed classes during any of our other classroom times. All required worksheets, activities and presentations must be completed for satisfactory. For all quizzes and exams 75% score is required. For any reason if the score is below 75% , student has to restudy and retake the test. After 14 days of class room instructions, students can schedule for BTW sessions. School will give students the schedule for BTW session.

Generally, two students are paired up for each driving lesson. Students may either sign up with a driving partner or sign up individually. Each driving session is split into half where each student is given equal driving and observation time. If the student is unable to make a scheduled driving appointment, the student must inform the office 24 hours prior to the class. If not canceled then a \$35 missed session fee will be charged. Students must present their permit to the driving instructor before each driving lesson. If students do not have their permit available for their session, they will not be allowed to drive and will be charged the \$35 missed session fee. Course payment must be made prior to the first day of the course or you may choose the weekly payment plan. There is a \$25.00 charge for payment plan.

**Instruction Permit:** The state of Illinois requires 4 hours of classroom instruction in a qualified driver education program for student ages 15-17 years old to obtain a driving permit. If the student does not complete the 30 hour classroom session, Illinois state law requires us to revoke the student's permit. After completion of teen course successfully and submit all the required papers, the student will receive a letter from the Illinois Secretary of State about the eligibility to receive Driver License after the age 16 and 9 months after they receive their driving permit. Student should wait 2 to 3 weeks to receive this letter after completion the full course. If it is not received within 30 days, please call our office so we may follow up on your behalf.

#### **HOW TO OBTAIN AN INSTRUCTION PERMIT:**

If under 18, it must be signed by your father, mother or legal guardian first.

**a) Required Item at Secretary of State:**

- a) The Signed permit application, and accompanying parent.
- b) Cash, Visa/MC or Check made payable to the "Illinois Secretary of State" for \$20 Permit Fee.
- c) Eyeglasses or contacts if you wear them. (You will be taking an eye exam)
- d) Your Social Security Card
- e) A certified copy of your birth certificate (must have raised stamp or colored seal) or a valid passport.

**b) Two items listed below for address proof.**

- a) Bank Statement
- b) Bills or other official mail received
- c) Insurance policy
- d) Identification card

**c) Signature proof**

- a) Credit card
- b) Identification card
- c) Valid passport
- d) Social security card

Take all of the above items to your nearest Illinois Secretary of State Facility

**High School Credit:** Most high schools require successful completion of a driver's education course to graduate. After successfully completing our program, you will receive a letter from our school verifying

your completion of the state required driver education course work. You may present this letter to your high school to receive credit for driver's education.

**Student & Parental Agreement:**

PURSUANT TO SECTION 6-408.5 OF THE ILLINOIS VEHICLE CODE, ANY STUDENT UNDER THE AGE OF 18 CURRENTLY ENROLLED IN A PUBLIC OR PRIVATE SCHOOL AND TAKING A DRIVER'S EDUCATION COURSE CANNOT RECEIVE A LETTER OF COMPLETION UNLESS ONE OF THE FOUR NECESSARY ITEMS ARE PROVIDED TO Asia Driving School.

1. OFFICIAL SCHOOL REPORTS CARDS OR TRANSCRIPTS SHOWING PROOF OF PASSING (8) COURSES IN THE TWO (2) PREVIOUS SEMESTERS OF SCHOOL. OFFICIAL SCHOOL REPORT CARDS OR TRANSCRIPTS MUST INCLUDE STUDENT NAME, ADDRESS AND ALL STUDENT INFORMATION AS WELL AS THE HIGH SCHOOL NAME, ADDRESS, SEMESTER GRADES AND SCHOOL YEAR.

2. A BLUE FORM PROPERLY FILLED OUT BY THE PARENT AND HIGH SCHOOL OR JR. HIGH SCHOOL APPROPRIATELY SIGNED AND ATTESTING TO THE FACT THAT THE STUDENT HAS PASSED THE EIGHT COURSES IN THE PAST TWO SEMESTERS.

**NOTE:** A STUDENT CANNOT TURN IN REPORT CARDS OR TRANSCRIPTS & MUST TURN IN A BLUE FORM IF THEY FALL INTO ANY OF THE FOLLOWING CATEGORIES:

- STUDENT IS IN JUNIOR HIGH SCHOOL OR OF FRESHMAN STATUS
- STUDENT ATTENDS A SCHOOL WHICH DOES NOT USE A TWO SEMESTER GRADING SYSTEM
- STUDENT ATTENDS A SCHOOL WHICH USES TRIMESTERS
- STUDENT ATTENDS A SCHOOL WHICH USES BLOCK SCHEDULING
- STUDENT ATTENDS A SCHOOL WHICH ONLY ISSUES INTERNET REPORT CARDS

3. A PINK FORM PROPERLY FILLED OUT BY THE PARENT AND HIGH SCHOOL OR JUNIOR HIGH SCHOOL APPROPRIATELY SIGNED WAIVING THE ABOVE REQUIREMENT.

4. A YELLOW FORM PROPERLY FILLED OUT AND SIGNED BY THE PARENT STATING THE STUDENT IS HOME SCHOOLED. STUDENTS FAILING TO PROVIDE THE NECESSARY FORMS REQUESTED WILL NOT BE ISSUED A CERTIFICATE OF COMPLETION UNTIL THE PROPER FORMS ARE FILED. ONCE THE STUDENT HAS COMPLETED THE FIRST WEEK OF CLASS, NO MONEY CAN BE RETURNED TO THE STUDENT WHO HAS FAILED TO PROVIDE THE REQUIRED PAPERWORK TO THE DRIVING SCHOOL OR SEEKS TO DISCONTINUE THE COURSE. STATE LAWS REGARDING TIME LIMITS

- THERE MUST BE A TIME PERIOD OF 14 DAYS OR MORE BETWEEN THE FIRST SCHEDULED DRIVING LESSON AND THE LAST DRIVING LESSON.

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3122 West Devon Ave  
Chicago, IL 60659

773-764-5399

WWW.AsiaDrivingSchool.com

- STUDENTS MUST COMPLETE ALL DRIVING LESSONS WITHIN A PERIOD OF 9 MONTHS. FAILURE TO FINISH ALL DRIVING LESSONS WITHIN 9 MONTHS WILL RESULT IN FORMAL NOTIFICATION TO THE ILLINOIS OFFICE OF THE SECRETARY OF STATE AND A \$65.00 PROCESSING FEE.

**NOTE:** IF A STUDENT FAILS TO COMPLETE ALL DRIVING LESSONS WITHIN THE 9 MONTH TIMEFRAME, THE STUDENT CAN REQUEST TO RE-ENROLL IN THE BEHIND THE WHEEL PHASE WHICH WILL ALLOW THE STUDENT TO CONTINUE AND COMPLETE OUR PROGRAM. AFTER PAYMENT OF \$65.00 PROCESSING FEE RECEIVED, A FORM IS SUBMITTED TO THE SECRETARY OF STATE WHICH WILL ALLOW AN ADDITIONAL 9 MONTHS FOR THE STUDENT TO RESCHEDULE THE REMAINDER OF THE DRIVING LESSONS.

I HAVE READ THE ABOVE INFORMATION AND ACKNOWLEDGE THE STATE REQUIREMENTS, TIMEFRAMES NOTED AND THE NEED TO PROVIDE THE PROPER FORMS TO Asia Driving School IN ORDER TO RECEIVE A LETTER OF COMPLETION.

(Student's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Parent's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_