Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001
www.dmv.virginia.gov

CLASS B
DRIVER TRAINING SCHOOL CONTRACT

Date: _____
(mm/dd/yyyy)

Purpose Authorized employees of Class B driving schools licensed by Virginia DMV may use this form in accordance with 24VAC20-121-90 to establish a contract with a student enrolling in driver's education programs/courses.

Instructions Authorized driving school employees, students, and, if applicable, a parent or legal guardian must complete and sign all required sections of this form. A signed copy must be provided to students who are 18 or older, or under 18 but married or emancipated. For other minors, a signed copy must be provided to their parent or legal guardian.

SCHOOL INFORMATION

NAME	WEBSITE ADDRESS		
MAILING ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMBER ( )	EMAIL ADDRESS		

STUDENT INFORMATION

NAME *(Last Name)*	*(First Name)*	*(Middle Name)*	DATE OF BIRTH	
HOME ADDRESS	CITY	STATE	ZIP	
CONTACT NUMBER ( )	EMAIL ADDRESS			

PARENT/EMERGENCY CONTACT INFORMATION (IF STUDENT IS UNDER 18)

NAME *(Last Name)*	*(First Name)*	*(Middle Name)*
CONTACT NUMBER ( )	EMAIL ADDRESS	

COURSE DESCRIPTION

Juvenile Courses (Under 18 years old):

- **36 Fifty Minute Classroom Instruction Periods**
- **30 Hour (36 Fifty Minute) Online Instruction Periods**
- **14 Fifty Minute In-vehicle Instruction Periods/ Behind the Wheel** (7 driving/ 7 observation) – In-vehicle driving mileage must be at least 50 miles.
- **Combined Classroom and In-vehicle Course**

Adult Courses (Age 18 and older):

Adult Waiver: Waives the 60-day Learner's Permit holding time
NOTE: Must successfully complete 36 Fifty Minute Periods of Classroom and 14 Periods (7 driving/ 7 observation) of In-vehicle instruction.

Re-Examination Courses:

8 Hour Driver Manual Course (Classroom Instruction): This course does not satisfy a Driver Improvement requirement.
NOTE: Juveniles must have already completed 36 Fifty Minute Classroom Instruction Periods prior to taking this course for three-time failures.

14 Fifty Minute In-vehicle Instruction Periods **(Adult)** – Driving Hours Only

14 Fifty Minute In-Vehicle Instruction Periods **(Juvenile- Home Schooled)** – 7 driving/ 7 observation

COURSE SELECTION AND FEES

Select all the appropriate course(s) below and complete the information for each selected course:

☐ Driver's Education Classroom - 30 Hour (36) 50 min. instruction periods:
Cost per session/period $ _____ Total Course Fee: $ _____
Start Date: _____ Time: _____

☐ Driver's Education Online - (36) 50 min. instruction periods:
Cost per session/period $ _____ Total Course Fee: $ _____
Start Date: _____ Time: _____

☐ Behind the Wheel (In-vehicle Only) - (14) 50 min. instruction periods:
Cost per session/period $ _____ Total Course Fee: $ _____
Start Date: _____ Time: _____

☐ Driver Education Combined Course (Classroom and In-Vehicle):
Cost per session/period $ _____ Total Course Fee: $ _____
Start Date: _____ Time: _____

☐ Adult Waiver:
Cost per session/period $ _____ Total Course Fee: $ _____
Start Date: _____ Time: _____

☐ 8 Hour Driver Manual Course (Classroom Re-Examination):
Cost per session/period $ _____ Total Course Fee: $ _____
Start Date: _____ Time: _____

☐ Additional Fees - Administration, Cancellation, Use of School Vehicles, etc.:
Fee Type: _____ Fee Amount: $ _____
Fee Type: _____ Fee Amount: $ _____
Fee Type: _____ Fee Amount: $ _____

TERMS AND CONDITIONS

- If a student misses any instructional period, a make-up session will be scheduled, provided there is at least one other student who also requires a make-up session.
- All fees are payable in advance of the first training session. Accepted payment types are determined by the driving school.
- A refund of any fees or tuition, or any part thereof, must be provided upon request unless the school is capable and willing to perform its part of the contract within a reasonable time period.
- The driver training school does not offer refunds once services have been completed. However, refunds may be considered in specific cases on a case-by-case basis.
- Students must cancel or reschedule in-vehicle lessons at least 24 hours in advance. Cancellations made with less than 24 hours' notice will incur a $_____ cancellation fee.
- If the driver training school cancels a lesson, the student will be notified at least 24 hours in advance or as soon as possible in the case of an emergency. Notification will be sent via email, and the lesson will be rescheduled at a mutually convenient time.
- If a student is approved to use the driver training school's vehicle for the DMV road skills examination, a fee of $_____ will be assessed. This fee must be paid prior to the test date.
- Students under the age of 18 are required to meet the observation requirements with at least 1 other student during each in-vehicle observation period.
- Students under the age of 18 are required to meet the observation requirements with at least 1 other student in the road evaluation.
- Students under the age of 18 may receive one-on-one training with an instructor if such training is agreed to by the parent or guardian. The student required to meet the observation requirements with at least one other student in the road evaluation.
- The student must be 18 years old to sign this contract. If the student is under 18, a parent or legal guardian must also sign.
- The completion of a driver training program does not guarantee that any student will meet the requirements to obtain a Virginia driver's license or employment.
- Driver Privilege Card applicants must complete a road skills test at a DMV location before being licensed.

NOTE: *Per Virginia Code 24VAC20-121-200, students under the age of 19 shall only receive in-vehicle instruction with other students under 19 years of age.*

PERMISSION STATEMENT

I, _____ (printed Parent/Guardian name), am giving permission for

_____ (student name), to complete the course(s) checked in this contract.

The student is required to meet the observation requirements with at least one other student in the vehicle during in-vehicle training. DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have any comments or concerns about this course, call the Department of Motor Vehicles toll free at 1-877-855-5790.

I/ we certify all information presented in this contract is true and correct.

STUDENT NAME	STUDENT SIGNATURE	DATE
INSTRUCTOR NAME	INSTRUCTOR SIGNATURE	DATE
PARENT/GUARDIAN NAME** **(If student is under 18)	PARENT/GUARDIAN SIGNATURE	DATE

ACKNOWLEDGEMENT

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 DMV at 1-877-885-5790 or email at DTSConcerns@dmv.virginia.gov.