**• CLASS STRUCTURE POLICY:**

The classroom portion of instruction is thirty (30) hours over a four (4) day session. Class lectures will include traffic laws and regulations, signs, traffic lights, and markings, correct and safe driving procedures, emergencies, driving hazards including weather conditions, alcohol, drug abuse, motorcycle safety, interstate driving, and driving offenses. A test will be administered after each chapter along with a comprehensive final exam on the last day of class. The final exam requires a passing score of at least 80%.

**•  REFUND POLICY:**

Deposits are nonrefundable. Any person who has submitted a payment in full and wishes to cancel a reservation will receive the total amount minus $75.00 in a check form. Refunds will only be provided prior to the start of class on the first day. Once a student has attended the first day of class, a refund will no longer be granted. A full refund will only be issued if a student is instructed or trained by an unlicensed instructor. Students may reschedule another class date if they are unable to attend class. Students must call as soon as possible if they will not be able to attend class.

**•  CLASS ABSENCE POLICY:**

If any necessary absence occurs during the classroom portion of instruction, contact the office or instructor to arrange a new class date and time.

**•  CLASS/DRIVING CANCELLATION:**

Classes or driving sessions will be cancelled in the event of extremely inclement weather (i.e. hurricane, tornado, etc.) which put students in danger. Legacy Driving Academy’s staff will post any cancellations notices on the school’s FaceBook or website and students will be contacted directly regarding a rescheduled date.

**•  EXAM POLICY:**

A test will be administered after each chapter and a comprehensive final exam will be administered on the last day of class. The final exam requires a passing score of at least 80%. Students who fail to achieve the required score will be able to arrange for additional classes or class period to retake the exam for an additional cash fee of $50.00. Certificates will be held until all fees are paid. Driving is a privilege which should be taken very serious and students are urged to ask as many questions needed to fully understand any and all material. If a student has any sort of disability that should hinder them, please notify Legacy Driving Academy prior to enrolling.

* **DRIVING STRUCTURE POLICY:**

Once a student has successfully completed his or her thirty (30) hour class along with successfully passing the final exam, the student will then be trained in a dual-brake training vehicle. Prior to a student beginning the driving portion, a parent or guardian must sign the Commercial School Instruction Permit. Students are scheduled in four two-hour blocks on different days and may be picked up by the instructor at their home, school, or workplace within a 5 mile radius. Students must ensure that they are at the agreed pickup location at the appointed time. It is entirely up to the instructor’s discretion on where the student will be picked up and dropped off.

**•  DRIVING DELAY POLICY:**

Our instructors strive to work as fast as possible so that an extended wait period is avoided. We work closely with each family’s schedule. Inclement weather delays our drivers. Due to popularity, the wait time can take as long as a few months. The summer along with holidays are considered the busy season so we encourage families to consider the wait during these times when enrolling.

**•  MISSED/CANCELED DRIVING POLICY:**

If a student misses or cancels a scheduled driving session without reasonable notice (24 hour prior notice) a cash fee of **$25.00**will be charged to cover the instructor costs. **Certificates will be held until all fees are paid.**No certificate will be awarded until the course requirements are met.

**•  LOST CERTIFICATE POLICY:**

If a certificate is misplaced or lost after being handed over by a Legacy Driving
Academy instructor, there will be a **$10.00**replacement charge.

**•  GRIEVANCE POLICY:**

Legacy Driving Academy will strive to address any issues or concerns. Anyone who wishes to file a complaint or has a grievance against the school may contact the Training and Certification Unit at the Office of Motor Vehicles, P.O. Box 64886, Baton Rouge, LA, 70896, Attn.: Training and Certification Unit. (225) 925-1795 or at ladrivingschools@dps.la.gov.

* **STUDENT BEHAVIOR POLICY:**

Students are expected to arrive on time and maintain a courteous and respectful attitude. Sleeping is not allowed at any time during class or while riding in the car. Derogatory statements or disrespect for the staff or other students will not be tolerated. Cellphone use is not allowed at any time during class or while driving. Cheating will not be tolerated. Any student caught violating any of the above will be asked to leave without any sort of refund.

* **STUDENT DRESS CODE POLICY:**

Students are expected to wear modest clothing without any inflammatory or derogatory statements printed on them. Tennis shoes or closed toe should be worn during the Behind the Wheel portion or you will not be permitted to drive. No sandals, boots, flip flops, or crocs should be worn during the driving portion at any time.

**•  DISABLED STUDENTS:**

Students with hearing, speech, learning, or any other disability should notify Legacy Driving Academy prior to enrolling and will be eligible for alternative teaching and testing techniques.

**•  RETURNED CHECK POLICY:**

Upon receipt of the returned check, the issuer will be notified and informed they have ten days to make \*restitution, including a **$25.00**NFS fee, to prevent any further collection activity. Returned checks, along with the state's maximum allowable returned check fee, may be electronically presented to your bank. A hold will be placed on the individual or his or her child’s certificate. Payment for a returned check must be received in the form of cash, cashier’s check, or money order. A personal check will not be accepted as repayment for a returned check. Returned checks that are not paid may be filed with the Louisiana District Attorney’s Office.

**•  DISCLAIMERS:**

Completion of any course at Legacy Driving Academy does not guarantee that a driver’s license will be issued to a student nor will this course count for any school credit. Students may qualify for a discount on auto insurance premiums; contact your agent for details. All payments, prices, specifications, options, and information are subject to change without notice.