

Advanced Driving School  
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 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 Four 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 for all scheduled driving appointments Monday thru Friday parents must cancel within 24 hours of the appointment. Appointments cancelled on premium days (weekends SAT. & SUN.) without a 24 hour notice will be charged a \$50.00 fee. All students are required to show up on time and with their driving permits. Students showing up without their driving permits will be charged as a no show \$25.00 Monday thru Friday & \$50.00 on premium days (Sat. & Sun.) all students are required by law to have a driving permit to drive.**

**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. Parent/Guardian must sign that student is enrolled 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 for the letter of certification.

**Deferred Payments**

**Discount Payment**

Cost for the classroom and behind the wheel is \$425.00. or \*\*\*\$400 If paid in full at time of registration.\*\*\*  
Payment: \$ 85.00 non-refundable registration fee  
\$170.00 on the first day of classroom  
\$170.00 on the last day of classroom  
Total Cost = \$425.00

**\*\*\* 5% added to account as a late fee for every 30 days overdue. This is accrued from total cost. Interest will be pro-rated if less than 30 days.**

**To register by mail**, please send a check or money order for \$85.00 for the deferred payment option or you can to receive a discount and pay \$400.00 at registration to pay the balance in full. This packet must be submitted to complete the registration process.

**To register online**, you can pay an online \$85.00 registration fee or pay \$400.00 to pay in full at [www.advanceddrivingschool.org](http://www.advanceddrivingschool.org)  
If you pay online you will need submit all registration forms to the office or mail or all registration forms.

Please make checks payable to Advanced Driving School.  
A service charged for all returned checks according to 720 ILCS 5/17-1b.

Name of Student \_\_\_\_\_ Parent Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

First date of Class Enrolling in & Location \_\_\_\_\_

Amount Paid Online \_\_\_\_\_ \* Please included receipt. \* Check Enclosed Check# \_\_\_\_\_ Amount \_\_\_\_\_

Driver's License# \_\_\_\_\_ Date of Birth \_\_\_\_\_

*Check Writer's Information*



**By checking this box I acknowledge and accept the terms and conditions of this contract. This replaces my signature if I submit electronically.**







## Advanced Driving School, Inc.

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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. Students will not be allowed to text or use phones during the BTW training.
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. Parents must notify Advanced Driving School by calling (618) 345-1919.
7. Missing a driving lesson or showing up without a driving permit without a 24 hour cancellation notice Mon - Fri will result in a \$25 fee. If this occurs on a premium day which is considered Saturday or Sunday there will be a \$50.00 fee. All fees must be paid before 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 audio devices 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. Parents understand that instructors are scheduled to start additional appointments with other classes or drives.
12. Students must make their last payment on their final classroom period. The letter of certification will not be sent 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 please give us a call before going to the department of motor vehicles.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



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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 all audio and video devices.
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. All late fees apply. The letter of certification will not be sent off 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 may take 2-5 weeks to be processed.
30. There will a 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

We offer a discount if tuition is paid in full at registration.

The classroom and behind the wheel course is \$400.00 if paid at time of registration

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Our deferred payment program terms are as follows:

- \$85.00 registration fee (Non-refundable) this will reserve a seat in the class.
- \$170.00 or \$255 the first day of class if registration fee wasn't paid
- \$170.00 the last day of the classroom training.

Payments can be made online. Or you may mail in a check or money order.

\*A service fee will be added if check doesn't clear the first time.

\* 5% will be added as a late fee for every 30 days overdue. This is accrued from total cost.

\* Interest will be prorated if less than 30 days.

### 2. Get Forms Signed

Registration Forms are needed by the first day of class.

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

Student's school signing showing they have passed 8 classes in last two semesters.

- [Home Schooled Registration Forms](#)

Students which are home schooled, formed signed by parent.

### 3. Get Permit

Students may obtain a permit once they are 15 years of age, have enrolled in a driver's education program and completed four hours of classroom instruction. 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. The student will receive two parts to the permit, and the **EXAM RECEIPT is not valid for driving purposes.**

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** - 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** (This fee is paid at your local DMV and the Driving Permit is valid for 2 yrs.)
- **Social Security Card** (signed) will be required.

#### **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.

**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.**

**Making up Classes:** Students will need to schedule make-up sessions by appointment. We have four locations where classes can be made up when available. This will be determined by the number of students enrolled within the class. ***Students are REQUIRED to take/turn in notes and work for any makeup sessions. It's the student's responsibility to schedule make up sessions through the main office 618-345-1919.***

#### **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 parents who 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. Emails are not accepted for canceling drives. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give at least 24 hour notice of cancellation will result in a \$25 fee Mon – Fri. There will be a \$50.00 fee if it is on a premium day Saturday or Sunday. 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 there 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 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 students **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 (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.

