



## Code of Conduct for Learn the Right Way Driving Academy

At Learn the Right Way Driving Academy, we strive to create a safe, respectful, and productive learning environment for all students. To ensure a positive experience for everyone, we expect students to adhere to the following code of conduct:

### 1. Follow Traffic Laws and Regulations:

Students must obey all traffic laws and regulations while operating a vehicle during driving lessons. This includes observing speed limits, yielding to pedestrians, and obeying traffic signals and signs.

### 2. Respect for Instructors and Peers:

Students are expected to treat instructors, staff members, and fellow students with respect and courtesy at all times. Disrespectful behavior, including rude language, gestures, or attitudes, will not be tolerated.

### 3. Maintain Focus and Attention:

Students must remain attentive and focused during driving lessons, avoiding distractions such as using mobile devices, eating, or engaging in unrelated conversations.

### 4. Safety First:

The safety of all individuals involved in driving lessons is paramount. Students are expected to prioritize safety by following instructions from the instructor, using seat belts, and practicing defensive driving techniques.

#### 5. Responsibility for Personal Property:

Students are responsible for their personal belongings during driving lessons. Learn the Right Way Driving Academy is not liable for any loss or damage to personal property.

#### 6. Promptness and Attendance:

Students are expected to arrive on time for scheduled driving lessons. Promptness demonstrates respect for the instructor's time and ensures maximum benefit from the lesson.

#### 7. Honesty and Integrity:

Students must conduct themselves with honesty and integrity during driving lessons. This includes accurately reporting driving experiences, acknowledging mistakes, and seeking clarification when needed.

#### 8. Feedback and Communication:

Students are encouraged to provide feedback on their driving lessons and communicate any concerns or questions they may have. Open and honest communication fosters a supportive learning environment.

#### 9. Confidentiality:

Students must respect the confidentiality of information shared during driving lessons. Personal information about instructors, staff members, or other students should not be shared without consent.

#### 10. Professionalism:

Students are expected to uphold professional standards of behavior during driving lessons. This includes dressing appropriately, refraining from inappropriate language or behavior, and representing Learn the Right Way Driving Academy positively in the community.

## Cancellation Policy for Learn the Right Way Driving Academy

At Learn the Right Way Driving Academy, we understand that unforeseen circumstances may arise that require the cancellation or rescheduling of driving lessons. To ensure fairness and efficiency in managing lesson schedules, we have established the following cancellation policy:

### 1. Advance Notice:

Students are required to provide a minimum of 24 hours' notice for any cancellations or rescheduling of driving lessons. This allows us to adjust our schedule accordingly and accommodate other students.

### 2. Late Cancellations:

Cancellations made less than 24 hours before the scheduled lesson time will be considered late cancellations. Late cancellations may result in a cancellation fee, which will be determined based on the circumstances and availability of the instructor.

### 3. No-Shows:

Failure to attend a scheduled driving lesson without prior notice will be considered a no-show. No-shows may result in a cancellation fee and may also impact future scheduling with Learn the Right Way Driving Academy.

### 4. Communication:

In the event of a cancellation or rescheduling request, students are required to notify Learn the Right Way Driving Academy as soon as possible. This can be done by contacting our office directly via phone or email.

### 5. Exceptional Circumstances:

We understand that emergencies and exceptional circumstances may arise that prevent students from attending scheduled driving lessons. In such cases, we will work with students to find a suitable solution and may waive cancellation fees at our discretion.

#### 6. Repeated Cancellations:

Students who repeatedly cancel or reschedule driving lessons may be subject to additional fees or limitations on future scheduling. We encourage students to prioritize their driving lessons and make every effort to attend as scheduled.

## Payment Terms for Learn the Right Way Driving Academy

The student agrees to pay the agreed-upon fees for driving instruction in accordance with the following payment terms:

### 1. Upfront Payment:

Students may choose to pay the full tuition amount upfront at the time of enrollment. Upfront payment ensures immediate access to driving lessons and eliminates the need for ongoing payments throughout the course.

### 2. Installment Plans:

Learn the Right Way Driving Academy offers flexible installment plans to accommodate students who prefer to spread the cost of tuition over multiple payments. The specific terms of the installment plan, including the amount and frequency of payments, will be agreed upon at the time of enrollment.

### 3. Other Arrangements:

In certain cases, alternative payment arrangements may be available to students upon request. Learn the Right Way Driving Academy is committed to working with students to find a payment solution that suits their individual needs and circumstances.

### 4. Payment Due Date:

Regardless of the payment arrangement chosen, students are responsible for ensuring that all payments are made by the specified due date. Failure to make timely payments may result in a delay or suspension of driving lessons until payment is received.

### 5. Payment Methods:

Accepted payment methods may include cash, check, credit card, or electronic funds transfer. Students should confirm with Learn the Right Way Driving Academy which payment methods are accepted and ensure that payments are made using the approved method.

#### 6. Late Payments:

Late payments may be subject to additional fees or penalties as specified in the payment agreement. It is the student's responsibility to communicate with Learn the Right Way Driving Academy in the event of any difficulties or delays in making payments.

By enrolling in driving instruction with Learn the Right Way Driving Academy, the student acknowledges and agrees to comply with the above payment terms.

## More information

### Completion Requirements:

Students are required to fulfill all obligations outlined in the driving program. This includes attending all designated classroom sessions, completing the required number of driving hours as specified by the program, passing assessments, and obtaining any necessary permits or licenses in accordance with local regulations.

### Vehicle Use:

Students provided access to driving practice vehicles must utilize them responsibly and in adherence to all relevant laws and regulations. In the event of accidents, damage, or mechanical issues, students are required to promptly report such incidents to the driving school.

### Confidentiality:

Students are obligated to maintain the confidentiality of any confidential or proprietary information shared by Learn the Right Way Driving School or its instructors during the course of instruction. This includes refraining from disclosing information about instructors, curriculum, or other students without proper authorization.

### Indemnification:

By participating in driving lessons, students agree to indemnify and hold harmless Learn the Right Way Driving School, its instructors, and affiliated personnel from any claims, damages, or liabilities resulting from the student's actions or conduct during driving lessons.

### Parental Consent (if applicable):

Parents or legal guardians of minor students consent to their child's participation in driving instruction and agree to be bound by the terms of the agreement on behalf of the student. This includes ensuring the student's compliance with all program requirements and obligations.

### Termination:

Learn the Right Way Driving School reserves the right to terminate instruction or refuse service to any student who fails to comply with the terms of the agreement or whose conduct poses a risk to themselves or others. This includes instances of repeated violations of program rules or unsafe driving practices.