4LIFE DRIVING SCHOOL
+1(667) 454-3337

School # DE10009222
4405 East West Hwy, Suite 101
Bethesda MD 20814
info@4lifedrivingschool.com
www.4lifedrivingschool.com

Student Information

First Name	Middle	Last	Gender

Email Address:	Phone Number:

Address:

City:	County	State	Zip Code

Date of Birth:	Age (at the time class started)	MVA Learner's Permit #:

Parent / legal guardian name :	Phone:	Email:

Transfer Student?	If yes, previous school

Class Session:	Start Date:	Start Time:

How did you hear about us? Facebook: ☐ Google: ☐ Friend/Family : ☐ Other:

Office Use Only

Service	Price	
36 Hr Driver Education Program (Discounted Price When Taken Together)		
Transfer Student		
Extra BTW		
MVA Escort (Car Rental)		
Driver Improvement Program (DIP)		
3Hr Alcohol & Drug Program (DEIP)		
Other:		
Discount:		
Total:		

Date	Payment Type	Receipt #	Amount	Balance	Employee

File Exp. Date: _____

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MVA NEW DRIVER's GUIDELINES

MVA New Driver Guidelines With every right comes a responsibility.
The student, parent or driver coach, and driving school share responsibility for successful driver education.

- Each student has the right to a certified, competent instructor who understands the curriculum and traffic safety.
- Students must arrive prepared and on time, avoid distractions, and treat instructors and classmates respectfully.
- Each student has the right to all 30 hours of classroom instruction in an informative and engaging setting.
- Students must be attentive and participate in every class.
- Each student has the right to all six hours of required behind-the-wheel instruction. Students must follow the instructor's directions and drive safely.
- Each student has the right to courteous, civil, and respectful treatment. Students must treat instructors with the same respect and accept constructive feedback.
- Each student has the right to a clean, safe, secure, temperature-controlled, fully equipped classroom that meets local building and fire codes and MVA requirements. Students must respect school property and equipment.
- Each student and parent or driver coach has the right to visit the school, review the instructor's license and certification, and observe instruction involving the student. Observers must avoid interfering with instruction.
- Each parent or driver coach and student has the right to complete the 30 classroom hours and six BTW hours within 18 weeks of the first class day unless the student requests an extension. They must monitor progress, communicate with the school, and practice driving when the student has a learner's permit.
- Each parent or driver coach and student has the right to contact the MVA about problems with a driving school or instructor. Students and families must pay course fees promptly and should bring concerns to the school owner or manager so they can be addressed.

Additional enrollment information

- Extensions: Students must request additional time before the 18-week deadline using MVA Form DE-157 or an MVA-approved equivalent. A $100 extension fee applies.
- Complaints: first present concerns to the school. You may then contact MVA Business Licensing and Compliance at 410-787-2952 regarding the school or its services.
- Withdrawal or transfer: the school provides classroom and BTW student records and completion forms showing instruction received, transferable to another school, and a prorated refund.
- A copy of the signed rights and responsibilities agreement will be provided to the student and retained in the student file.

☐ **I understand the rights and responsibilities of Driving Schools, Students and Parent/Driver Coach**

Student Signature		Date
Parent / Mentor (For under 18)		Date
School Official	Title	Date

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Policies

30 hours of classroom instruction

- Unit 1 is mandatory and must be completed before attending the remaining units.
- Students must attend all required units, participate in class, and complete all quizzes and the final exam.
- Students may miss up to four units (12 hours), except Unit 1. Missed units must be made up in a future class cycle.
- Students who miss more than 12 hours must restart the classroom portion.
- Students may take the final exam before completing makeups. A score of at least 80% is required to pass.
- Completion is submitted to the MVA only after all required classroom and BTW instruction is completed and the required evaluations are passed.

6 hours of behind the wheel instruction

- Students must bring their physical, valid Maryland learner's permit and any required glasses or contact lenses to each session. Wear comfortable, closed-toe shoes.
- Training consists of three two-hour sessions on separate days. Students may schedule the first session with a valid permit before completing classroom instruction. The second and third sessions are scheduled after the instructor evaluates the student.
- Students who arrive without the required permit or are unable to drive safely because of impairment or unsafe footwear may have the session canceled and be charged the no-show fee.
- If additional practice or a repeat evaluation is needed, the instructor will explain the recommendation. Lessons beyond the six included hours are charged separately.
- Weekday appointments (Monday-Friday) require at least two business days' notice to cancel. Weekend appointments (Saturday-Sunday) require at least 72 hours' notice. Late cancellations incur a $65 fee.
- The instructor will wait up to 30 minutes. Students who do not arrive within that time incur a $90 no-show fee. Contact the school by phone, text, or email to cancel. Documented illness or emergencies may be submitted for fee-waiver consideration.
- If the instructor is more than 15 minutes late, call the school.
- All classroom and BTW requirements must be completed within 18 weeks of the first class day. Any extension must be requested before the 18-week deadline, and a $100 extension fee applies.
- Completion is reported electronically to MVA within one business day after successful completion of both portions. Allow at least three business days for MVA to update the driving record.
- School cancellations: the school gives at least eight hours' notice when canceling or postponing more than two hours of scheduled classroom or BTW instruction.
- Students with verifiable financial hardship may request two installments of $199. The remaining $199 is due when scheduling the second behind-the-wheel session.
- Additional BTW lessons: $139 per two-hour session. Final classroom exam retakes are free. Payment methods: card, Zelle, or cash.
- Classroom instruction and the final exam are held via Zoom or in person. Dates, times, and location are provided in your class schedule.

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Refund Policies

The total price for the 36-hour course, including classroom and BTW instruction, is $398.

Before the first day of class: students who withdraw receive a full refund of all fees paid. After class begins: students who withdraw or transfer receive a prorated refund for instruction not completed. All fees paid are included in the refund calculation.

A) In-class Hours=30
- Cost= $ 80.00
- Prorate= $8 per 3-hour class not received

B) In-Car Hours=6
- Cost= $318.00
- Prorate= $106 per 2-hour BTW session not received

BTW sessions:

- Weekday appointments (Monday-Friday) require at least two business days' notice.
- Weekend appointments (Saturday-Sunday) require at least 72 hours' notice.
- Late cancellations incur a $65 fee.
- For a no-show, the instructor waits up to 30 minutes. Students who do not arrive within that time incur a $90 no-show fee.

MVA Escorts:

- At least two business days' cancellation notice is required.
- Cancellations with less than two business days' notice incur a $65 fee.
- For a no-show, the instructor waits up to 30 minutes; failure to arrive within that time incurs a $90 no-show fee.
- If the student is unable to take the MVA road test due to the student's error, 100% of the fees paid are non-refundable.

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