

MN Department of Public Safety rules and regulations require this agreement to be completed before any instruction is given.

Terms and Conditions:

_____ It is hereby agreed to give instruction as selected and registered for via our online portal.

_____ Student agrees to pay all fees prior to classroom/behind the wheel training. Blue cards, white cards, and letters of completion will be held until fees are paid.

_____ In the case of a lost blue or white card, or letter of completion, a \$10 fee will be charged to issue a duplicate.

_____ Contracts with Central MN Driving Academy are eligible for 1 year from the first date of class, or from the date of registration (for adults and behind the wheel only students). Central MN Driving Academy will not refund lesson fees or any part thereof of Central MN Driving Academy is ready and able to fulfil its part of the contract or after the 1-year expiration. Contracts can be renewed at current company pricing.

_____ Due to limited classroom openings, withdrawal from classroom sessions must be made a minimum of 48 hours in advance. All withdrawals from classroom made less than 48 hours in advance will not be refunded, but may be transferred to a different class session or student. Refunds may be requested by contacting our office; a \$35 processing fee will be deducted from all refunds. No refunds will be issued after the expiration of the contract (1 year).

_____ All behind the wheel appointments are considered binding; clients agree to pay all fees as stated in their contracts. In the event of any postponement by the student, a fee of \$75 will be charged if less than 24 hours advance notice is not given.

No-shows include but are not limited to:

- Canceling, rescheduling, or not showing up for a scheduled lesson without a 24-hour (business days only) notice
- Showing up without required materials to drive:
 - Glasses or contacts
 - Permit or valid temporary paperwork
 - Payment, if due
- Showing up more than 10 minutes after your scheduled appointment time

_____ Clients agree to conduct themselves as responsible learners. No student's behavior should detract from others' learning environment. This includes but is not limited to: Electronic and mobile devices, eating, sleeping, and private conversations. Students agree to be respectful to classmates and instructors. CMDA follows a zero-tolerance policy for any type of cheating, plagiarism, illegal substances, violence, sexism, racism, homophobia, or general prejudice against another student or instructor.

____ Behind the wheel instruction will be one - on - one learning unless an interpreter or chaperone is needed in the vehicle. All lessons will begin and end at the CMDA main office, 1949 W Division Street, St. Cloud, MN 56301. Home, work and school pick-up and drop-off are currently unavailable.

____ This agreement constitutes the entire contract between Central MN Driving Academy and the student; no verbal statement or promises will be recognized.