



## **Terms and Conditions**

### **Requirements**

The student must have obtained his/her permit before taking the course.

Must complete the classroom training, in-car training, and DMV Drive Test within one year from the start date of class.

### **In-Car Training Policies**

If you cancel a Behind the Wheel (BTW) lesson with less than 72 hours-notice you will be charged \$55 to make up each lesson that was cancelled. If your student is a “No Show” for their BTW lesson you will be charged \$110 to make up the missed lesson.

- A “No Show” is defined as any missed appointment scheduled by the student, parent, or guardian due to any of the following:
  - Not showing up for the scheduled BTW lesson
  - Canceling the lesson with less than four hour notice.
  - Arriving without the lawfully required instruction permit or license
  - If a student is impaired for any reason, (Lack of sleep, medication, intoxication, etc.)

I have read and agree to this portion (Initial) \_\_\_\_\_

### **Lost or Damaged Textbooks**

Tuition does not cover lost or damaged textbooks. If you would like a replacement book, you can order one.

Playbook Replacement: \$10

### **Certificate of Completion**

In order to be eligible to receive an ODEC issued certificate you must complete the following:

- 12 hours of classroom attendance
- 3 Hours of private behind the wheel instruction completed
- Billing account current

Please note that the certificate will be for insurance purposes only.

### **DMV Drive Test**

The student must be 16 in order to take the DMV drive test; however, they can complete the rest of the program before turning 16,

### **Refund Policy**

To obtain a **full refund (minus a \$30.00 drop fee – 25% of tuition is the drop fee during the Summer term)** you must contact our office prior to 24 hours from the start of class. *If we have not received your drop request before **24 hours from the start** of class, you will forfeit your entire tuition.* Refunds are received in the form of a check and can take up to 30 business days to be processed and sent out.

### **Returned Check Policy**

If the check for payment is returned or bounces, a \$40 returned check fee will be applied.

### **Private Party Drive Test**

**Drive tests are conducted Monday thru Friday. Saturday tests are available for an additional fee.**

When a student passes the drive test, they will be given a sealed envelope containing a certificate of test completion and a copy of the photo ID they presented at the beginning of drive test. **They must not open the envelope.** Students must take this sealed envelope to the DMV within 30 days. DMV will only issue the license if students have met all the necessary qualifications, including observing the necessary wait time if there is a test failure.

Test directions are **given verbally in English only**. Unfortunately, students who do not understand English cannot test with us.

A third party drive test examiner certified by DMV will conduct the actual demonstration of an applicant's ability to drive a motor vehicle (the drive test) required under ORS 807.070(3). The test(s) must be conducted in a vehicle provided by Oregon Driver Education Center.

The conditions of the drive test are as follows:

- Only the applicant and the examiner are allowed in the vehicle during a driving test. Interpreters, children or pets cannot be in the vehicle during a test.
- The applicant must have a valid form of identification, driver's permit or valid license from another state with them during the test.
- No cancellations or reschedules permitted in the 48 hours before a scheduled appointment.
- Applicants will not receive a refund if they fail to show up for a scheduled appointment or fail to show up with lawfully required instruction permit, identification, or a valid license from another state.
- Applicants who have successfully passed the drive test will be provided with a sealed envelope containing their certificate of test completion to present at the DMV to obtain the license.
- For same day appointment scheduling the testing fee is \$75.00.

### **Drive Test Eligibility**

In order to be eligible to take a drive test:

- If applicants have previously failed a drive test, they must observe the wait time between tests (see below).

- Oregon Driver Education Center does not provide testing for individuals in the At-Risk Driver Program or individuals who require the addition or removal of adaptive equipment.

If applicant is **under 18 years:**

- They must be at least 16 years of age.
- They must have held an Oregon instruction permit for a minimum of six months (this meets the knowledge test and vision screening requirement.)
- If applicants have an **out of state instruction permit:** they must take the knowledge test and vision screening at an Oregon DMV.
- They must **NOT** have suspended or revoked driving privileges in Oregon.

If you are **18 years or older:**

- A. They must have a valid Oregon ID/Instruction Permit/Passport
- B. They must have passed the knowledge test and vision screening at an Oregon DMV.
- C. They must **NOT** have suspended or revoked driving privileges in Oregon.

If they have an **expired license** for over 1 year they must: Take the knowledge test and vision screening at an Oregon DMV

prior to their scheduled drive test.

### Test Failure Wait Time Requirements

Under 18 Years of Age:

- After 1st failed test: Wait at least 28 days
- After 2nd failed test: Wait at least 28 days
- After 3rd or 4th failed test: wait at least 28 days
- After 5th failed test: Wait at least one year

18 Years of Age and Older:

- After 1st failed test: Wait at least 7 days
- After 2nd failed test: Wait at least 14 days
- After 3rd or 4th failed test: Wait at least 28 days
- After 5th failed test: Wait at least one year

If an applicant **fails a drive test at a different location**, and do not wait the allotted time required by DMV standards, and receive a passing score from ODEC, your Certificate of Test Completion will be invalid.

**Student Name:** \_\_\_\_\_

**Classroom Location & Start Date:** \_\_\_\_\_

I \_\_\_\_\_ agree to these terms and conditions.  
(Parent/Guardian Print Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)