



THINGS YOU NEED TO BRING EACH DAY

- **Your TIP card** — any students arriving without their TIP card will be asked to download LA Wallet. If the student refuses to use LA Wallet, they will be asked to leave and return with their TIP card. All schools are subject to an unannounced inspection from the State at any time; students must be able to show their TIP card.
- Your lunch/or (see page 3 for details)
- Pen, pencil and paper



Welcome and thank you for choosing SubZero Elite Driving Academy!

Owner: Anthony Payne

SubZero Elite Driving Academy strives to provide the best Driver's Education for every student. We provide a brand new, professional learning environment with knowledgeable and fun instructors, visual aids, photos, videos, and amazing guest speakers. All are here to help our students learn and understand what a huge responsibility having a Driver's License and driving on the road can be. This course is a **PROCESS** no matter what you have heard or may know about getting a license. There are 3 parts to this process; Classroom time, Behind-The-Wheel instruction, and finally the Road Skills Test. It is VITAL that students take this course with all seriousness needed to achieve and pass all parts.

All students are expected to arrive on time, pay attention, and remain courteous and respectful not only to the instructor and staff, but also to his/her fellow classmates.

Course Specifications

Age Requirements

Applicants may enroll in the 38-hour driving course at the age of 14 years & 9 months and who is in, at a minimum, the 8th grade for the classroom portion. However, the student must be 15 years of age for the Behind The Wheel driving instruction. Applicants must be at least 15 years old to get a Learner's Permit and at least 16 years old to get an Intermediate Driver's License (after having a Learners Permit for 180 days).

Disabled Students

If you or your student has any learning disabilities, hearing loss, IEP, or 504 plan please let us know during this time of enrollment. We welcome all students to SubZero Elite Driving Academy so please help us make sure we accommodate all learning needs in advance.

Explanation of Class

Class begins at 8:30am and ends at 4:30pm. The classroom portion of instruction is a 30-hour course given over a 4-day period. There will be 2-3 Chapter tests per day as well as verbal Quizzes for the first 3 days of class and a final online Comprehensive Test that will be administered on the last day. The final online test will be multiple choice and requires a passing score of at least 80%. **The first OMV test is included in the price of the course. Any additional tests will be given at a cost of \$25.00 per test.** After your student knows their score, and if necessary, takes a re-take, this will conclude their final day of the classroom portion of the process. However, students are required to stay until the end of the scheduled class. The OMV Manual rental fee is included in the price of the course and is for your teens' help and knowledge in the course. This manual must be checked out and returned on Day 4 (testing day). Any manual that is DAMAGED or NOT RETURNED at the end of the course will be charged a \$50.00 fee and until paid in full, that child will not be scheduled to drive.

➤ Lunch

Students will be given a lunch period of 30 minutes and are encouraged to bring a packed lunch. The school has a vending machine for purchases that is available for all students. **TEEN STUDENTS WILL NOT BE ALLOWED TO LEAVE THE BUILDING AT LUNCH! NO EXCEPTIONS!** Students are welcome to order lunch via any delivery service they choose. Parents are also welcome to bring the students' lunch; however, students will not be allowed to walk outside, lunches can be left with the front office.

➤ TIP Cards

Students must ALWAYS bring their TIP cards with them, including all class days and behind the wheel drives. Any student arriving without their TIP card will be asked to download LA Wallet. If the student refuses to use LA Wallet, they will be asked to leave and return with their TIP card. If this occurs the student will be charged a \$75 cancellation/rescheduling fee.

NO Cell Phone usage during Classroom time, Students will be allowed to use their phone during breaks.

NO CHEATING! If caught cheating, parents of teen students will be contacted, and those students will be dismissed from class **without a refund.**

➤ Tardiness and Sleeping

Please note that students not picked up at the end of the day within 15minutes of dismissal time will incur a late pick-up fee of \$25 for every additional 30minutes left at the school.

Absolutely no sleeping in class! If your minor student is caught sleeping, the following consequences will take place:

- 1st time - the classroom instructor will wake them up.
- 2nd time – parents will be contacted and allowed to speak to their student about sleeping in class.
- 3rd time – parents will be contacted again requesting the student be picked up. The student will miss class for the remainder of the day. That **whole day** of class will need to be made up **and** a fee of \$75.00 will be applied.

➤ Dress Code

Please dress appropriately for class and drives. Absolutely **NO** short shorts, skirts, or dresses. **NO** crop tops shirts. **NO** sagging pants below the waistline. **NO** hoods up during class. Closed toed shoes are required for all drives. Students **WILL NOT** be allowed to attend class or drive unless dressed appropriately.

➤ Deposit, Fees, and Refund Policy

*****We offer a \$70 discount for the students of active First Responder's and Military!*****

We accept CASH, MONEY ORDERS, AND DEBIT/CREDIT CARDS (3.5% fee). A **non-refundable and non-transferable** deposit of \$200.00 must be made to secure the student's place in the desired class. This deposit goes towards the total fee for the course. **The balance must be received one week BEFORE the first day of class.** If the balance is not received one week before the first day of class, your student may be removed from class and replaced by another student that has already paid in full. All deposits and payments are non-refundable and non-transferable. **Deposits and payments guarantee your students place in the specific session enrolled, NOT just a general spot at SubZero Elite.**

Explanation of Behind the Wheel Instruction

Upon conclusion of the classroom portion, students will be trained in a dual-brake vehicle on a predetermined route. No student will begin the 8-hour driving portion until they have successfully completed the classroom requirements and have paid in full. Minor students will be scheduled in four, two-hour blocks on different days. Adult students *only* also have the option to choose two, four-hour blocks (with a 15 minute break).

Students must arrive on time and with their TIP card in hand or on LA Wallet.

All lessons will start and end at SubZero Elite's office.

Students must pass with a 70% or higher on the 8-hour driving portion and NO student will be given a certificate before meeting all requirements. Minor students taking Behind-The-Wheel instruction requires parent/legal guardian authorization.

➤ Tardiness and Absences

Students must attend all classes in full! If a teen student misses due to illness, parents are required to present a doctor's excuse to clear them before rescheduling. If a student misses a class day, they will be charged an additional, non-refundable rescheduling fee of \$75.00 and will have to make up that day.

Students will incur a \$75 fee if they No-Show any scheduled driving session Monday-Friday and a \$100 fee on Saturday and Sunday. There is a **\$60 cancellation fee** if we are not provided with a 48 hour notice of any cancellations. There is a **\$30 fee** for every 15 minutes the student is late to their scheduled driving session. Anytime a drive is rescheduled, the student's completion date is pushed further back.

Students/Parents – please keep your scheduled drive time!

Parents: please know that we try very hard to drive your teen son/daughter as quickly as possible!

Just a reminder, we have 120 days to complete your Teen's drives. Adults we have 90 days

Upon completion of the Classroom portion, we will reach out to set up the 8 Hour Behind-The-Wheel driving. We will offer the earliest dates available at the time of scheduling. Please note that we have a set driving schedule and appointment times as follows:

<u>Monday- Friday</u>	<u>Most Saturdays</u>
8:00-10:00	8:00-10:00
10:30-12:30	10:00-12:00
1:00-3:00	12:00-2:00
3:00-5:00	

Our goal is to get students finished with the course as soon as possible. However, if the student's personal schedule is not flexible it may cause longer wait times for completion. We do need cooperation and some flexibility in personal schedules to make this happen. During the process, please have patience with our staff and driving instructors. **We have 120 days to complete your Teen's drives; Adults we have 90 days.** Please keep in mind that SubZero Elite Driving Academy does not have control over Mother Nature, school schedules, after school activities or anything else that may interfere with your child's driving portion.

Parents, it is YOUR responsibility once your child has a Learner's Permit to provide your child 50 hours of supervised driving practice, including 15 hours of nighttime driving!

*****SubZero Elite Driving Academy has 120 days to complete the driving portion of the course for Teens and 90 days for Adult Students.*****

Grievance Policy

We strive to settle any issues you may have. Any grievances not resolved by the school may be forwarded to the Training and Certification Unit at:

Office of Motor Vehicles, PO Box 64886, Baton Rouge LA 70896

Attention: Training and Certification Unit

(225) 925-1795

[ladrivingschools@dps.la.gov/](mailto:ladrivingschools@dps.la.gov)

Adult Student Signature

Date

Minor Student Signature

Date

Parent/Legal Guardian Signature

Date