



NICHOLS DRIVING SCHOOL INC. SCHOOL POLICY & PROCEDURES

OUR FULL PACKAGED PRICE IS A DISCOUNTED BUNDLE PRICE

Please note: This bundled price applies to full payment via cash or check. If you opt to remove any component from the package, the cost will revert to the full individual retail value.

Package Components:

Online portal access: Schedule or cancel appointments, receive reminders, and make payments online.

30 hours of classroom instruction (retail value \$525)


12 hours of behind-the-wheel instruction (retail value \$750)

6 hours of observation (included with the driving hours package)

2-hour parent/guardian orientation class (retail value \$50)

Use of a driver education vehicle for one alternative road test (retail value \$120–150)

Certified instructor sponsorship for the road test (included with the alternative road test)

 **ACCEPTED PAYMENT METHODS:** We accept **cash, check, money order**, or credit cards (**Visa, MasterCard, Discover, American Express**). Please be aware: **credit card payments incur a 3% processing fee.**

PAYMENT BREAKDOWN

CLASSROOM COMPONENT

\$275 deposit upon registration (*non-refundable, but transferable within our school*)

\$200 due during the first week of class (*required before students may take the final exam*)

ON-ROAD INSTRUCTION

\$275 due to schedule the first three on-road lessons (*balance must be \$200 or less to begin*)

\$200 due to schedule the remaining lessons (*balance must be \$0*)

A maximum of two driving lessons may be scheduled per month, unless additional appointments are available.

ADDITIONAL RMV FEES (NOT INCLUDED IN THE FULL PACKAGE PRICE)

These items are billed separately:

\$15 — Driver Education Completion Certificate processing fee

\$30 — Learner's Permit

\$35 — RMV road test appointment

\$20 — RMV convenience fee applies when scheduling an alternative road test

\$50 — Driver's license (hard copy)

REFUND & CONDUCT POLICY

All deposits are non-refundable; however, they may be transferred to another course within our school.

Refunds are only issued in cases of **extenuating circumstances**.

No refund or credit will be issued in cases of:

Failure to complete the program within the two-year deadline

Termination of services due to inappropriate behavior, misconduct, or unsafe actions

Voluntary withdrawal by the student or parent after enrollment

CLASS INFORMATION:

30-hour classroom sessions & Parent classes are held once per month

1-Week Full Day: Monday–Friday, 8:00 AM–3:00 PM

2-Week Evening: Monday–Friday, 4:00 PM–7:15 PM

Parent Classes: Monday evenings, 6:00 PM–8:00 PM

CLASSROOM ATTENDANCE & MAKEUP POLICY

If a student misses any class or module—including partial absences—they are required to make it up in full.

Arriving more than **15 minutes late** or missing over **15 minutes** of any session will result in needing to retake the **entire module/class**, rather than only the missed portion.

All classrooms and vehicles are **monitored by video surveillance** for instructional quality and safety.

Per Massachusetts RMV regulations, the entire driver education program must be completed within two years of enrollment. This includes:

30-hour classroom instruction

12 hours behind-the-wheel driving

6 hours of observation

Mandatory 2-hour parent/guardian class

Failure to complete the program within two years will result in forfeiture of the driver education certificate and eligibility for insurance discounts.

FINAL EXAM REQUIREMENT

Students must achieve a minimum score of **80%** on the final classroom exam to successfully pass the classroom portion of the driver education program.

PARENT/GUARDIAN REQUIREMENT

At least one parent or legal guardian must attend a mandatory **2-hour parent class** as required by the RMV. This session must be completed **before** the student is eligible to begin behind-the-wheel training.

The parent class certificate is valid for **five (5) years** and may be applied toward additional children during that time. If a parent has already completed the class within the past five years, they must provide a copy of the valid certificate to the driving school.

PARENTS' SUPERVISED DRIVING REQUIREMENT

Massachusetts law mandates that each teen must complete a **minimum of 40 hours** of supervised behind-the-wheel driving with a parent or guardian.

As part of our school's policy, parents are required to complete at least **10 of these hours before** the student begins their on-road lessons with our school.

All supervised driving hours should be documented and submitted to the school via our student portal.

The 40 parent-supervised driving hours must be completed and documented before the last on-road lesson is scheduled with the driving school.

ON-ROAD LESSON APPOINTMENTS & POLICY

ARRIVAL WINDOW

Due to varying pickup/drop-off locations and individual student readiness, on-road appointments may occur **15 to 30 minutes earlier or later** than scheduled. We will do our best to avoid delays, but there are times when it is unavoidable. We appreciate your patience and understanding in this matter.

SCHEDULING PROCEDURES

Driving lessons can be scheduled through email, text message, calling the office, or through the student portal. It is the student's responsibility to remember and attend their scheduled sessions.



CANCELLATION & NO-SHOW POLICY

Canceling a lesson less than **24 hours** before the scheduled time, or **failing to show up**, will result in a **\$50 charge**. This fee must be paid **before any further lessons can be scheduled**.

Students are expected to be prepared for their lesson and must have their ORIGINAL permit printed (NO COPIES) for all lessons.

ROAD TEST & LESSON SCHEDULING GUIDELINES

Although a student may be eligible for a road test, we do not and cannot guarantee completion of all behind-the-wheel lessons before the eligibility date (6 months from permit issue date).

We do not offer fast-track scheduling —appointments are arranged solely based on our instructor's availability. Unless additional appointments become available, students are limited to two driving appointments per month. This is because a permit must be held in good standing for 6 months. If you follow the driving school's recommendations for scheduling lessons once you obtain your learner's permit, you will finish on time for a road test. If you are late or behind on your scheduling, we cannot fast-track you and will schedule you according to our school policy.



ROAD TEST SCHEDULING OPTIONS

When you're ready to take the driver's license road test, you may choose between two options:

- **ALTERNATIVE ROAD TESTING** is the only option we offer for sponsorship for our students under the discounted package price. **THE FULL PACKAGE PRICE ONLY INCLUDES ONE ROAD TEST SPONSORSHIP.** Additional fees apply for scheduling more than one road test through the driving school.

The driving school schedules the road test on your behalf once all required driver education hours are completed, and you have held a valid permit for six consecutive months in good standing.

This test is administered at our driving school location, typically on weekends in the early morning.

A certified instructor will serve as your test sponsor, and you will use a school-approved vehicle.

This alternative is offered based on RMV examiner availability and demand; scheduling is handled through the RMV's system

- **STANDARD ROAD TEST**

If you schedule the road test directly through the Massachusetts RMV, it will be conducted at an RMV Service Center that administers driving exams.

You must supply a qualified vehicle with:

- A functioning center-console emergency parking brake accessible to the examiner

- Valid registration and inspection sticker

- Seating for the examiner beside the driver and a rear seat for the sponsor

You must also provide a test sponsor:

- A licensed driver, at least 21 years old, with one year of driving experience