* A student is not considered registered for this course until the registration fee is paid in full.
* Only cash or credit cards with a signature will be accepted as payment for the Driver Improvement Program. No exceptions!
* Students understand the final test is created by MVA and Compass Driving Academy cannot alter the program or the test.
* Students cannot be disruptive during the final test.
* Cheating will not be tolerated and will automatically disqualify the student. No refund will be given.
* If a student is taking the course online, they must bring the following items to the school in order to take the final test: (1) Identification (2) proof you are required to take this course (3) Printed certificate of completion and (4) Program fee of $75
* Students understand they must pass the final test at the MVA approved testing site before they will be issued a MVA Completion Form.
* Student completions will be entered electronically within 24 hours of successful completion of the final test.
* The Motor Vehicle Administration may not remove a suspension, or reinstate the participants driving privilege until we submit the program complete information updates to the participants driving record.
* Students who are unsuccessful on the first test may retest the next available day and time provided by the school.
* If a student does not pass the final test twice, there is a $25 re-test fee that will be assessed before a student can retest.
* Student records are retained in the main office for 5 years. After 5 years, the student record is destroyed.
* If a student loses, destroys or requires an additional copy of the Student Completion Form originally provided, will require a $10.00 administrative processing fee.

*Compass Driving Academy reserves the right to refuses service to anyone for failure to pay, disrespect, or disruptiveness in class.*

*I understand these rules as written and agree to follow them as set forth*.

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Student Signature Staff Signature