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2022 Bulletin

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General Information

Driving Academy of Northwest Arkansas, LLC, (a.k.a. Driving Academy or DANWA) is a private, fully licensed school devoted to providing superior driver education, behind-the-wheel training, and evaluations for teens and adults, whether novice or experienced drivers. It is Driving Academy's vision to help save lives and prevent headaches and heartaches by offering research-based, expert-recommended methods of training that are fun and relaxing for everyone involved.

We offer a variety of dates and options for classroom instruction and behind-the-wheel driving instruction: both important components to promote safe driving for teens and adults. The Driving Academy's programs will strive to develop, within each participant, **knowledge** of the provisions of the Arkansas Vehicle Code and other laws of this state relating to the operation of motor vehicles; **acceptance** of personal responsibility in traffic; **appreciation** of the causes, seriousness, and consequences of traffic collisions; and the **knowledge, attitudes, habits, and skills** necessary for the safe operation of motor vehicles. We will always strive to meet all the laws of the State of Arkansas as regulated by the Arkansas Division of Higher Education which governs private driving schools.

Driving Academy is licensed by the Arkansas Division of Higher Education. While the information published in this catalog is expected to remain effective during the forthcoming licensing year, the administrative official certifies that the ADHE will receive advance notice in the event of any changes. Driving Academy's website, www.DrivingAcademyNWA.com, will be kept current as well.

Defensive Driving Classes for individuals with documentation of being ordered by a judge to attend are not under the umbrella of the ADHE but are also offered as courses and/or as part of programs approved as amended by the ADHE on April 7, 2020.

The Driver Rehabilitation and Training services offered by DANWA are provided by and/or under the supervision of our Certified Driver Rehabilitation Specialist (CDRS), Kimma Harper, and are based upon the training and the Best Practices for the Delivery of Driver Rehabilitation Services provided by ADED, The Association for Driver Rehabilitation Specialists, and are not under the umbrella of the ADHE.

Promotional Photography Notice / Implied Consent

Participation in Driving Academy of NWA's programs constitutes an agreement by the participant and/or the parent or guardian to allow the academy to photograph or film participants, without compensation, for possible promotional use.

General Enrollment Pre-requisites

1. Student must be a minimum of fourteen (14) years of age by the first day of any instruction, however, higher age restrictions apply to some programs and/or courses, as explained on subsequent pages of this bulletin.
2. For every private driving lesson or shared in-car instruction, the student is required to have in his/her name and possession a valid Arkansas driving learner's permit or a U.S. state driver license. An instructional permit from another state will be acceptable only if the student is a resident of that state and intends to obtain a license from that same state.
3. A student will have a secured seat/spot in a specific classroom or virtual classroom session when **both** of the following pre-requisites have been met:
 - a. The non-refundable registration fee has been received and recorded in the student's online ledger.
AND
 - b. The completed and signed enrollment agreement has been received by our office.

At 15 minutes after the scheduled start time of the first day of classroom instruction, the student could forfeit the paid registration fee and could lose the seat in the classroom session (to a student on stand-by) for either of the following reasons:

- a. The student is not present in the physical/virtual classroom.
OR
- b. The student's non-refundable registration fee AND partial tuition have not been paid.
OR
- c. The parent/student's enrollment agreement has not been digitally signed by all legally required parties.

Time Limits/Deadlines Notice

The Driving Academy programs are structured to help our students obtain the maximum value for their time with our school. To assist our students with that end in mind, we have established specific time limits for completing various programs and/or courses which are described in detail within this bulletin. Failure to complete a program or course within the specified time limits can result in contract extension fees or loss of instruction as listed within this bulletin. These policies are in place to improve the effectiveness of the program for each student and will be strictly followed. When a student enrolled in a program does not successfully complete all required courses that make up that program by the deadline, the student's transcript will show the student's status as "Withdrawn due to lack of completion."

For teen and/or adult students who initially enroll in one of our ADHE-Approved Programs, the first day of the contracted time will begin on the first day of the chosen classroom instruction. For teen and/or adult students who initially enroll only in one or more individual courses, the first day of the contracted time will begin the day the student's online enrollment is activated by one of our DANWA office staff.

Program Description with Costs

Comprehensive Driver Education Program

This 46-hour program (more hours for higher levels than Bronze) is for individuals age 14-18 years whose parents understand the risk of driving and the value of a thorough driver training program and care enough to require their teen to complete all courses to graduate from the program, ideally prior to obtaining a driving license. A driving permit is not required for the classroom instruction but must be obtained prior to scheduling the private driving lessons. A teen student who already has a driver license should still enroll in this program. The curriculum includes important information which could benefit even experienced drivers.

This Comprehensive Driver Education Program includes Course #100 (Parent Seminar), Course #101 (36 hours of Classroom Instruction), Course #103 (Documentation of 4 Hours Additional Practice), and Course #102, #104, OR #105 (Private Driving Lessons). Course #100 (Parent Seminar) is to be attended by a parent/guardian and is a pre-requisite for the student to schedule the driving lessons. A full description of each of these courses can be found under “Course Descriptions” on subsequent pages in this bulletin.

The Bronze Level which includes Course #102 (6-hours of Private Driving Lessons) contains the **minimum number of required driving hours** for a teen driver education program in the state of Arkansas, but most students could benefit from the additional private driving lessons that the Silver or Gold Levels provide.

Bronze Level (46 total clock hours)

\$625

(\$250 non-refundable registration fee + \$195 partial tuition + \$180 balance of tuition)

The ***Comprehensive Driver Education Program - Bronze Level*** includes Course #100 (Parent Seminar), Course #101 (36 hours Classroom Instruction with 30 hours being synchronous and 6 hours asynchronous), Course #103 (Documentation of 4 Hrs. Additional Practice), and Course #102 (6-Hours Private Driving Lessons) which is **four** 1½-hour private driving lessons.

Silver Level (49 total clock hours)

\$805

(\$250 non-refundable registration fee + \$375 partial tuition + \$180 balance of tuition)

The ***Comprehensive Driver Education Program - Silver Level*** includes Course #100 (Parent Seminar), Course #101 (36 hours Classroom Instruction with 30 hours being synchronous and 6 hours asynchronous), Course #103 (Documentation of 4 Hrs. Additional Practice), and Course #104 (9-Hours Private Driving Lessons) which is **six** 1½-hour private driving lessons.

Gold Level (52 total clock hours)

\$985

(\$250 non-refundable registration fee + \$555 partial tuition + \$180 balance of tuition)

The ***Comprehensive Driver Education Program - Gold Level*** includes Course #100 (Parent Seminar), Course #101 (36 hours Classroom Instruction with 30 hours being synchronous and 6 hours asynchronous), Course #103 (Documentation of 4 Hrs. Additional Practice), and Course #105 (12-Hours Private Driving Lessons) which is **eight** 1½-hour private driving lessons.

The ***Comprehensive Driver Education Certificate of Achievement*** for this program can only be earned when the student receives an “A” for “Attended Required Hours” and “P” for “Passed” in Courses #101, #103, AND #102, #104, OR #105 no later than nine months after the first day of instruction, although one or two \$30 contract extension fees may apply after three and/or six months*. When the certificate has been earned for this program, the student’s transcript will designate the student status as “Graduated.” This certificate and/or transcript might qualify the student for an auto insurance discount, depending upon the insurance agent and/or company.

Payment Plan: The \$250 non-refundable registration fee for the program is due upon registration and is one of the pre-requisites for securing a seat for the student in a specific classroom session. The partial tuition is due on the first day of classroom instruction and the \$180 balance of tuition is due no later than one month after the first day of classroom instruction and before any driving lessons can be scheduled. Students may upgrade to a higher level within the Comprehensive Driver Education Program or from an á la carte course to a program, even after beginning instruction, by requesting it and paying the difference, however, **downgrading a program to a lower level or to an á la carte course, is not allowed after the student has attended one hour of instruction.** If a student does upgrade, the first day of the contracted time for the program and/or course(s) will still be determined by the initial online enrollment according to the “*Time Limits/Deadlines Notice*” on the previous page of this official bulletin.

*For details, see **Grading System, School Policies, and Other Fees** on subsequent pages of this bulletin.

Program Description with Costs (continued)

Adult Defensive Driving Course with Private Driving Lessons Program

This Adult DDC with Private Driving Lessons Program for individuals 18 years or older who have a current driving permit or license, consists of a 4-hour Defensive Driving Class (Course #111) AND Private Driving Lessons (Course #106a, #102, #104, or #105). There are four levels within this program representing the four options for number of private driving lessons with their corresponding cost. A full description of each of these courses can be found under “Course Descriptions” on subsequent pages.

Copper Level (5½ total clock hours) **\$209**
(\$209 non-refundable registration fee + \$0 tuition)

Includes a 1½-hour Private Driving Lesson (Course #106a) AND a 4-hour Defensive Driving Class (Course #111)

This Copper Level is best for individuals 18 years or older who have been driving in the United States with a United States driving license for at least one full year or who plan to add more driving lessons upon completion of this one.

Bronze Level (10 total clock hours) **\$489**
(\$250 non-refundable registration fee + \$239 tuition) **OR** (Upgrade after completing Copper Level for added \$280 tuition)

Includes 6-hours of Private Driving Lessons (Course #102) which is **four** 1½-hour lessons AND a 4-hour Defensive Driving Class (Course #111)

Silver Level (13 total clock hours) **\$687**
(\$250 non-refundable registration fee + \$437 tuition) **OR** (Upgrade after completing Bronze Level for added \$198 tuition)

Includes 9-hours of Private Driving Lessons (Course #104) which is **six** 1½-hour lessons AND a 4-hour Defensive Driving Class (Course #111)

Gold Level (16 total clock hours) **\$867**
(\$250 non-refundable registration fee + \$617 tuition) **OR** (Upgrade after completing Silver Level for added \$180 tuition)

Includes 12-hours of Private Driving Lessons (Course #105) which is **eight** 1½-hour lessons AND a 4-hour Defensive Driving Class (Course #111)

The ***Adult Defensive Driving Course with Private Driving Lessons Certificate of Attendance*** for this program will be awarded when a student receives an “A” for “Attended Required Hours” in Courses #111 AND #102, #104 #105, OR #106 no later than nine months from the date of online enrollment. An “N” will be given as the grade for each of these courses taken to designate that “No Proof of Mastery or Learning was Required.” When this certificate has been earned, the student’s transcript will designate the student status as “Completed.” This certificate and/or transcript might qualify the student for an auto insurance discount, depending upon the insurance agent and/or company.

Payment Plan: The designated non-refundable registration fee of \$209 for the Copper Level or \$250 for the other levels of this program is due upon registration and is one of the pre-requisites for securing a seat for the student in a specific classroom session. For this *Adult DDC with Private Driving Lessons Program*, enrollment in the Copper Level and payment of the \$209 non-refundable registration fee with zero tuition allows the student to immediately schedule one private driving lesson, then gives the student the opportunity to upgrade to the higher levels, by paying the difference. For all levels, the tuition must be paid in full before any private driving lessons can be scheduled.

One may upgrade to higher levels within the ***Adult Defensive Driving Course with Private Driving Lessons Program*** or upgrade from an applicable á la carte course to the program, even after beginning instruction, by choosing the upgrade from the online account and paying the difference, thus simulating a payment plan without an application or any interest. The first date used for the time limits for the program, as described on subsequent pages of this bulletin, will be recorded upon the student’s original online enrollment, as explained in “*Time Limits/Deadlines Notice*” on a previous page of this bulletin. **Downgrading a program to a lower level or to an á la carte course is not allowed after the student has attended one hour of instruction.**

Individual Course Descriptions

The following courses with a double asterisk (**) may be part of a program but can only be taken “à la carte” by individuals 18 years of age and older. No individual under age 18 years, except those with documentation of having been court-ordered to attend a DDC class, can earn a **Certificate of Achievement** or **Certificate of Attendance** by only enrolling in an à la carte course. To earn a certificate an individual must enroll in or upgrade to one of our ADHE-approved Programs and meet the applicable requirements of all the applicable courses for that specific Program within the designated contracted time limits. The beginning date of the contracted time for an individual who originally enrolls in only a course, is the date the student’s first online DANWA enrollment is activated.

Course #100: Parent Seminar

(In-Person and Live, virtual options)

\$25

This course must be attended by a parent/guardian who has legal custody of the student enrolled in our Comprehensive Driver Education program as one of the pre-requisites for that student to be able to schedule the private driving lessons.

Two Clock Hours of Informative classroom instruction including...

- orientation to DANWA Driver Education Program
- parental responsibilities
- basic driving techniques
- best vehicles for new drivers
- Arkansas’ rules of the road

The parent(s) attending this seminar and whose identification we have verified with their government-issued photo identification, is/are responsible for communicating applicable information to any other custodial parent(s) of the student, and will be the only parent(s) with whom our office will communicate via phone or email about this student and/or account.

An exception to this requirement would be if a legal custodial parent/guardian of the student already attended one of our Parent Seminars no more than three years prior to the student’s first day of classroom instruction AND the student for whom the parent attended the earlier seminar successfully graduated from our Comprehensive Driver Education program. It is the parent’s responsibility to communicate this information to DANWA office and for DANWA office staff to then verify.

Course #101: 36 Hours Classroom Instruction (30 hours In-person or Virtual synchronous and 6 hours asynchronous) (\$250 non-refundable registration fee + \$70 tuition)

\$320

Thirty (30) clock hours of interactive in-person or live, virtual instruction with six (6) additional hours of remote learning. The 30-hours will be divided into a minimum of five days taught by a passionate, well-trained instructor using current AAA textbooks, media, visuals, and appropriate guest speakers, as available. The remaining six hours will consist of a combination of virtual interaction, video classes, and home assignments, as determined and explained by the instructor.

Topics include:

Ignorance is NO Excuse

- Traffic signs, signals, & pavement markings
- Standard, uniform traffic laws
- Arkansas-specific and recent laws

Don’t Drive Stupid: Impaired, Distracted, or Unprotected

- Primary causes of fatal collisions for teens
- Activities designed to motivate students to make intelligent choices

How to Drive

- Getting ready to drive
- Driver responsibilities
- Vehicle control
- Space management

How to Drive (continued)

- Developing visual processes and searching skills
- Basic maneuvering
- Managing intersections
- Risk-reducing strategies for a multitude of scenarios
- Executing effective speed & position adjustments
- Environmental conditions affecting safe vehicle operation
- Vehicle functions and malfunctions
- Collision reporting
- Sharing the road with tractor-trailers, motorcycles, bicyclists, pedestrians, and others

Individual Course Descriptions (continued)

Course #102: 6 Hours Private Driving Lessons**

\$450

(\$50 non-refundable registration fee + \$400 tuition)

Four (4) 1½-hour sessions of private driving lessons for individuals with a current Arkansas permit or US State license, as described on the following page.

Course #103: Documentation of 4 Hours Additional Practice

Cost: N/A

Driving Academy provides the list of homework assignments and the paperwork to document the state-required four (4) clock hours of additional behind-the-wheel driving experience with a licensed parent or legal guardian. These driving hours should occur between the first and the final DANWA driving lessons. Two of these four hours must be driven at nighttime as required by state law. If desired, the parent could purchase additional private driving lessons to meet this requirement.

(Driving Academy recommends additional practice with a licensed parent/guardian to total at least 50 hours before allowing the student to drive alone. Studies show that even more hours, i.e., 100 to 200 total hours experience with a parent, can be extremely beneficial in reducing the chance of a potentially fatal collision.)

Course #104: 9 Hours Private Driving Lessons**

\$648

(\$50 non-refundable registration fee + \$598 tuition)

Six (6) 1½-hour sessions of private driving lessons, as described below.

Course #105: 12 Hours Private Driving Lessons**

\$828

(\$50 non-refundable registration fee + \$778 tuition)

Eight (8) 1½-hour sessions of private driving lessons, as described below.

Course #106a: One Private Driving Lesson**

\$170

(\$50 non-refundable registration fee + \$120 tuition)

One (1) 1½-hour private driving lesson, as described below.

Course #106b: One Additional Private Driving Lesson

\$120

One (1) 1½-hour private driving lesson, as described below, but **only** available for an individual who has completed Course #102, #104, or #105.

The following information is applicable for Course #102, #104, #105, and #106:

- Each 1½-hour private driving lesson is one-on-one with one of our professional, state-approved driving instructors.
- The course cost includes use of our vehicle, gasoline, and insurance covering our vehicle.
- The course rates are valid only if all lessons are completed within three months of the first day documented on the student's enrollment agreement, except for Courses #104 and #105, which are valid for six months from the first day documented on the enrollment agreement.
- If the lessons are not completed within the time period specified, 3-month extension(s) from the original ending date will be added to the contract at \$30 per 3-month extension to allow completion of the lessons within the maximum of nine months of start date on the enrollment agreement.
- For students age 14-18 years, no more than one driving lesson may be scheduled within a 5-day period.
- Lessons included in the course are not transferable between students.
- For each private driving lesson, Driving Academy allows and encourages a parent or legal guardian of the teen student or the legal spouse of an adult student to observe quietly from the back seat.
- With a 7-day minimum advance, written approval of both the student and a custodial parent of each minor student involved, a current or graduated Driving Academy student may observe quietly from the back seat during a lesson.
- For students 21-yrs and older, lessons can usually begin and end at the adult student's primary address (home) or work address/alternate meeting location, if it is within 15-minutes of one of our standard meeting locations. ANY changes of pick-up or drop-off locations with less than one business day advance notice must be approved by our office staff, but, even if approved, might result in loss of some lesson time.
- Lessons for students 20-yrs and younger, begin and end at one of our standard meeting locations, as chosen upon scheduling the lesson or at least one business day in advance. Each student is assigned to either the Benton County locations or the Washington County ones, not both.

Our standard meeting locations for private driving lessons for students 14- to 20-yrs-old:

1. Kum & Go Store, 2710 Moberly Lane, Bentonville
2. Casey's General Store, 3075 W. Pleasant Grove Rd, Rogers
3. NWA Mall lower JCPenney parking lot in Fayetteville
4. Cracker Barrel/Shelter Insurance parking lot in Springdale.

Other locations we sometimes make available on a per-lesson basis within our scheduling program:

1. University of Arkansas area
2. The following schools, if the student attends the school and can't get a ride to a standard meeting location:
 - a. Bentonville High School,
 - b. Haas Hall Academy of Bentonville,
 - c. Har-Ber High School
 - d. Haas Hall Academy of Fayetteville.

** Course might be part of a program for teens or adults but can only be taken "à la carte" by individuals 18 years of age and older.

Individual Course Descriptions (continued)

Course #107a: Evaluation/Preparation for State Skills Test

\$150

This 1½-hour session is ONLY for DANWA students who can schedule this within two weeks of having met all the following requirements:

- completed a minimum of four private driving lessons with DANWA,
- successfully completed all DANWA objectives, and
- received their primary DANWA driving instructor's approval.

During this 1½-hour process, a different Driving Academy instructor will have the student drive in the testing area while giving pointers and making a final decision regarding whether or not the student is safe to drive solo and ready to pass the test. The instructor will base this decision on the student's performance during the practice routes driven and the emotional state of the student. It is our goal to only allow students who we expect to pass, to use a Driving Academy car for the road test. If not ready, the instructor will recommend the next step.

Course #107b: State Road Test (Includes Travel and Wait Time)

\$30 per half-hour

This course, which allows an approved student to be accompanied by one of our instructors and use a DANWA vehicle to attempt the state skills test, should be completed no more than 48 hours after successful completion of Course #107a. The time is counted from the time the instructor notifies the student he is waiting at the pick-up location until the instructor returns the student to the designated drop-off location. It will include travel time to and from testing center, a short warm up, wait time, and the actual road test, if allowed by the state testers. Payment must be made in advance according to DANWA's estimate of the expected time, but a refund or additional charge will be settled according to the actual time used, rounded to the nearest half-hour, whether or not the student was allowed by the state testers to test and whether or not the student passed the test.

Course #108: 1½-hour Session Private Tutoring

\$90

This is a private tutoring session with a Driving Academy employee to prepare for the Arkansas Instructional Permit knowledge test. We provide this tutoring at our office or classroom in Bentonville.

Course #111: Defensive Driving Course (In-Person and Live, Virtual Options)

\$39

(\$39 Non-refundable registration fee and \$0 tuition)

Four (4) clock hours of classroom instruction for drivers at least 18 years of age taught by one of our state-approved instructors using our multi-media presentation which includes for each participant a student notebook/resource packet (paper or electronic) to use during class and to keep for future reference. Any student younger than 18 years of age must provide documentation of being court-mandated to attend.

The Defensive Driving Course is an interactive class developed by our Driving Academy of NWA team of instructors condensing the most-important aspects of our 36-hour driver education class into only four hours. The curriculum is designed to be an option for adult drivers who never took a comprehensive driver education program, could benefit from a review of a driver education class, have already survived a collision or crash, and/or have received a ticket for a traffic law violation.

The Defensive Driving Course exposes the heightened risk of drivers who **over-estimate** their driving experience, their knowledge of traffic laws, their abilities to multitask, and their vehicle's technology and **under-estimate** their understanding of the potential danger of a moving vehicle to the driver, passengers, and other road users.

A certificate of attendance for this 4-hour class can only be given to participants who provide us a government-issued photo identification to verify their identity. If the student is younger than 18 years of age, he/she must also provide us their documentation of being court-mandated to attend.

Grading System

I. Student Transcripts

Official transcripts for students enrolled in a Driving Academy of Northwest Arkansas Program will be available by request for a negligible fee after 30 days of the student's graduation, completion, withdrawal, and/or termination. The request must be made by the student or legal custodial parent/guardian of a minor student. Please allow up to ten business days for processing.

The transcript will include all information required by Arkansas Code as regulated by the Arkansas Division of Higher Education, including one of the following for "Student Status", as described throughout this bulletin:

Graduated
Completed
Withdrawn due to lack of completion
Terminated

The following grading code was used for all courses on transcripts printed prior to January 2, 2020:

P	Pass
F	Fail

Beginning with transcripts printed January 2, 2020, the following codes will be used on transcripts for all courses, as applicable:

Grading Code:	P	Passed
	F	Failed
	N	No Proof of Mastery or Learning was Required
Attendance Code:	A	Attended required hours
	M	Missed one or more required hours

II. Certificates

While some courses may be taken á la carte, a **Certificate of Achievement** and **Certificate of Attendance** can only be earned by enrolling in one of our programs and meeting the prerequisites and requirements of all the applicable courses for that specific program within the designated contract time limits.

Exception: **Certificate of Attendance for Defensive Driving Course** can be earned according to the policies explained on previous pages of this bulletin.

A. **Comprehensive Driver Education Certificate of Achievement**

Awarded when a student receives an "A" for "Attended Required Hours" and "P" for "Passed" in Courses #101, #103, AND #102, #104, OR #105. (An "A" and "N" for Course #100 is a pre-requisite for #102, #104, and #105)

B. **Adult 4-Hr Defensive Driving Course with Private Driving Lessons Certificate of Attendance**

Awarded when a student receives an "A" for "Attended Required Hours" in Courses #111 AND #102, #104 #105, OR #106a. An "N" will be given as the grade for each of these courses taken to designate that "No Proof of Mastery or Learning was Required."

Grading System (continued)

III. Course-Specific Grading

Course #100: Parent Seminar

An “A” and “N” is given when at least one legal custodial parent or guardian, brings a government-issued photo identification and attends both hours of this seminar on or after the date of the student’s online enrollment. ***

***An exception to this time requirement would be if the parent of the student already attended one of our Parent Seminars no more than three years prior to the student’s first day of classroom instruction AND the student for whom the parent attended the earlier seminar successfully graduated from our Comprehensive Driver Education program. It is the parent’s responsibility to communicate this information to DANWA office and for DANWA office staff to then verify.

Course #101: 36 Hours Classroom Instruction (30 hours In-person or Virtual synchronous and 6 hours asynchronous)

An “A” and a “P” are required to designate successful completion. An “A” will be given when the student attends all 30 hours of synchronous instruction, in-person and/or live, virtual. Quizzes and a test worth a cumulative 100 points will be administered throughout the required 30 hours of class. A student must answer correctly at least 85% of the questions and complete all assignments included in the six hours of asynchronous learning to receive a passing grade of “P”. A student who answers less than 85% of the questions correctly may attempt to earn 85% by re-taking, no more than once per week, an alternate version of the primary test.

If a student does not attend and/or make up all 30 hours of synchronous instruction within nine months of the first day of instruction, an “M” will be recorded. If a student does not earn 85% on the test and complete all assignments within nine months of the first day of instruction, an “F” will be given for this course.

Course #102: 6 Hours Private Driving Lessons

An “A” will be given for attending the minimum required six hours of driving lessons within the contracted time.

For **Certificate of Attendance** programs, an “N” will be marked to designate that “No Proof of Mastery or Learning was Required.”

For **Certificate of Achievement** programs, a “P” for Passed or “F” for Failed will be recorded. To receive a “P” for “Passed”, a student’s “In-Car Evaluation/Progress Record” as documented by our driving instructors during each private driving lesson, must show that the student has been taught and practiced 95% of the listed skills (currently equates to 42 of 44 skills) and received a “3” or “4” on at least 80% of the skills during the evaluation (normally final) lesson. (This currently equates to 27 of 34 since there are 10 skills on the evaluation/progress record that are not evaluated on the final lesson, however the skills “Expressway Entry” and “Expressway Exit” must be included in the 95% of skills that were at least taught and practiced as part of the requirement to receive a “P” for this course.)

- 4 = Performs without any instruction
- 3 = Performs adequately but needs occasional instruction
- 2 = Performs but only with significant instruction
- 1 = Does not perform adequately even with instruction

If the student did not meet the criteria for passing, the student may purchase and complete within the contracted time, additional private driving lessons to continue training and/or to raise his or her evaluation scores. (See “Contract Extension Fee” under “Other Fees” on subsequent pages in this bulletin.)

Course #103: Documentation of 4 Hours Additional Practice (2 hours daytime & 2 hours nighttime)

When a student HAS turned in the appropriate documentation of the additional hours practiced driving, within the contracted time limits, he/she will receive a “A” for attendance and a “P” for Passed.

Course #104: 9 Hours Private Driving Lessons

The grading system is identical to Course #102, except the final evaluation for a student enrolled in a Comprehensive Driver Education Program could be given as early as the fourth lesson, if requested by the student or parent. An “A” will be given for attending at least the minimum-required six hours, even if all 9 hours are not completed.

Grading System (continued)

III. Course-Specific Grading (continued)

Course #105: 12 Hours Private Driving Lessons

The grading system is identical to Course #102, except the final evaluation for a student enrolled in a Comprehensive Driver Education Program could be given as early as the fourth lesson, if requested by the student or parent. An “A” will be given for attending at least the minimum-required six hours, even if all 12 hours are not completed.

Course #106: One Private Driving Lesson

An “A” will be given students who attend the 1½ hour lesson. An “N” will be given as the grade to designate that “No Proof of Mastery or Learning was Required”, but it may be taken to help improve the grade for Courses #102, #104, or #105, if student is enrolled in a DANWA Comprehensive Driver Education program.

Course #107: Evaluation/Prep/State Road Test

No grade will be given for this course.

Course #108: 1½-hour Session Private Tutoring

No grade will be given for this course.

Course #111: Defensive Driving Course (In-Person or Live, Virtual)

An “A” will be given students with appropriate documentation who attend the required four hours and an “N” will be given as the grade to designate that “No Proof of Mastery or Learning was Required.”

School Policies

I. Inclement Weather

Driving Academy does not cancel driving lessons for inclement weather unless there is imminent danger, (i.e., tornado, hail) or if the traction and/or visibility is so diminished that the instructor would not be able to teach the planned objectives for that lesson. In the event we decide to cancel, our office staff or instructor will contact the student.

If inclement weather causes travel to a classroom session to be too dangerous, Driving Academy staff will communicate via email to those registered regarding plans to reschedule or change to a virtual classroom.

II. Tardy Policy

Strong Suggestion: Driving Academy urges students to arrive five to fifteen minutes prior to start time for every scheduled session. The parent/person who drops off the student for an in-car session should not leave until the instructor has verified that the student has his/her permit/license, any state-required prescription eyewear, and that the student has passed our health and safety screening. For a virtual classroom session, students should start the process at least 15-minutes prior to class starting time to make the connection and “check-in.”

- A. Definition of “classroom/tutoring tardy”:** not being present (whether arriving late, leaving early, asleep, or distracted) for less than fifteen minutes of a three-hour block of instructional time over which attendance is taken. The student forfeits those minutes of instruction.
- B. Definition of “Private Driving Lesson Tardy”:** being late to the designated meeting spot **up to fifteen minutes** after the scheduled start time. The student forfeits those minutes of the scheduled lesson.
- C. Excused vs. Unexcused Tardiness:** To respect individuals’ privacy, Driving Academy of NWA no longer differentiates between excused and unexcused tardiness.

III. Attendance Policy

Beginning with transcripts produced on January 2, 2020, either an “A” or an “M” representing attendance will be documented on the student transcript for the required hours for each course.

- A Attended required hours
- M Missing one or more required hours

- A. Definition of a “classroom absence”:** not being present (whether arriving late, leaving early, asleep, or distracted) fifteen minutes or more of a three-hour block of instructional time for which attendance is taken. The student would have to reschedule to virtually attend that 3-hour block of instruction.
- B. Definition of “Private Driving Lesson Absence/No-Show”:** cancelling a lesson only one (1) hour or less prior to the start time; being late fifteen minutes or more; not having the current, physical permit/license or any state-required prescription eyewear; OR not meeting the health and safety criteria, as listed and updated, as needed, on our website.
- C. Excused vs. Unexcused absences:** To respect individuals’ privacy, DANWA no longer differentiates between excused and unexcused absences regarding required hours of attendance or regarding any applicable fees for rescheduling or cancelling lessons. If a student desires to earn a certificate but is marked absent for a required lesson or block of classroom instruction, for any reason, the student must reschedule according to the procedures described in this bulletin.

School Policies (continued)

V. Leave of Absence

Due to the shortness of these programs, no leave will be granted.

VI. Transfer of Credit

Driving Academy of NWA does not give a student credit towards earning our certificates for any previous driver education or training from another source.

VII. Unsatisfactory Progress and Termination of Enrollment

A. Uncooperative Student: If a student is uncooperative in the classroom or in the car one time, the student will be warned and, if a minor, a parent or guardian will be notified, that the student is on probation. If the student is uncooperative a second time, the student's enrollment will be terminated. If the student is a minor, a parent or guardian will be called and expected to pick up his/her child immediately. No credit will be given. The status will be recorded as "Terminated" and an "F" will be recorded for the applicable courses on the transcript. A refund of any applicable tuition will be issued in accordance to the Refund Policy stated in this bulletin. Only with the approval of the president and C.O.O. of Driving Academy of NWA could the once-terminated student enroll in a new session, but, if allowed, would be required to again pay the full registration fee and tuition.

B. Behind-Schedule Student: If a student enrolled in a **program or a course**, which has flexible scheduling, has not completed all of the private driving lessons, required classes, homework, or other requirements within the specified time limits (see Program Descriptions and/or Individual Course Descriptions), one or two 3-month contract deadline extensions, with the corresponding fee, will be added to the original end-date on the student's account to allow the student opportunity to complete the lessons or classes within a maximum of nine months of the original start-date.

C. Withdrawn Student: If a student enrolled in a program has not completed all course requirements within the specified time limit, the student's status will be changed to "Withdrawn Due to Lack of Completion" and any unused services will be forfeited. A student who has been withdrawn due to these time limits, but desires to complete a program, would have to start over as a new student with no credit given for previous work.

Payment Information

Payment options include cash, check, money order, or Visa, MasterCard, or Discover (debit or credit) card, however, when a debit or credit card is used for payment, a 2% processing fee will immediately be added to the amount to be charged.

No certificate or transcript will be given or mailed to a student with a non-zero balance.

DANWA Programs have payment plan options and are shown on the pages describing each program.

An individual, á la carte course's tuition is due in full prior to attending that class or scheduling a lesson.

Other Fees

Late Cancellation Fee for Private Driving Lessons: **\$25** will be assessed for cancelling or rescheduling a private driving lesson within 24 hours to one hour prior to the original start time. **To respect individuals' privacy, DANWA no longer differentiates between excused and unexcused reasons for a late cancellation.**

Absence/No-show Fee for Private Driving Lessons: **\$50** will be assessed for cancelling or rescheduling a private driving lesson within one hour prior to the original start time or for being "Absent", as defined previously within this official bulletin. **To respect individuals' privacy, DANWA no longer differentiates between excused and unexcused reasons for an absence or no-show.**

Classroom Instruction Change of Session Fee Course #101:

(not applicable after start time of first day of scheduled instruction)

A legal parent or guardian can change a student's classroom session dates for Course #101 (36-Hours of Classroom Instruction) to a different session with availability that begins earlier or no later than nine months past the first day of the originally scheduled session, by contacting our office and paying the following applicable fee for each change:

Changing to an earlier session that has availability: **\$0**

Changing to a later session when the request was made....

Four or more weeks prior to the first day of the currently scheduled classroom session: **\$0**

Less than four weeks, but more than two weeks prior to the first day of the currently scheduled session: **\$50**

Less than two weeks, but more than seventy-two (72) hours, prior to the starting time of the first day of the currently scheduled classroom session: **\$100**

Less than seventy-two (72) hours before starting time of the first day of the currently scheduled session: **\$250**

Contract Extension Fee: Some DANWA programs and/or courses have specified time limits for completion; (i.e., Course #102: Private Driving Lessons must be completed within three months.) If the lessons and/or requirements to pass are not completed within the specified time limits, contract extensions from the original end-date will be added in 3-month increments for **\$30** per 3-months to allow time beyond the original expiration date to complete those lessons or classes within nine months from the original start-date.

Bumper Sticker: \$5 (\$4.57 + 9.5% tax)

Replacement of AAA Textbook fee: \$25 (if not returned in similar condition when test is taken the first time)

Replacement of classroom folder: \$10 (Must be obtained from our office.)

Duplicate of official certificate: \$15

Official transcript: \$5

Returned check fee: \$15

Credit Card Processing Fee: 2% of amount paid with a credit or debit card. This fee is non-refundable.

Travel fee: When an adult (21-yrs or older) requests an instructor to meet him/her at an alternate location that takes more than 15 minutes one-way from the closest standard meeting location, whether due to the distance or the volume of traffic, a travel fee in 30-minute increments can be paid in advance to cover our extra time and expenses to and from the alternate location and to prevent losing instructional time. Any unused portion of this travel time will be used for additional instruction. Extra travel time, if needed, must be requested before scheduling a lesson, to determine achievability and to allow office staff to adjust lesson times, if it is possible.

Refund Policy

A. The registration fee of up to \$250 is non-refundable except for the following cases:

1. If a student cancels the enrollment contract within seventy-two (72) hours after registering
 - a) until midnight of the third day excluding Saturdays, Sundays, or legal holidays and
 - b) if the 72 hours does not overlap with the first hour of scheduled instruction...we will refund, within 30 days of the student's cancellation, all tuition and fees paid, except credit card processing fees.
2. In the event Driving Academy of Northwest Arkansas cancels a class, and the student does not want to choose a different class, he or she may completely withdraw and we will refund, within thirty (30) calendar days of the student's withdrawal, all un-used tuition and fees paid, except credit card processing fees.
3. If for any reason an applicant is not accepted for enrollment by us, we will refund, within 30 days of our cancellation, all tuition and fees paid, except credit card processing fees.

B. Other refund policies:

1. Any refund due shall be made by the school to the student no later than thirty (30) calendar days after the student withdraws, is terminated from, or completes the program.
2. The effective date of an involuntary termination, for refund purposes, shall be the last day of attendance.
3. A student is considered as having entered training when he/she has attended one hour of instruction with the school.
4. All tuition paid in excess of the non-refundable registration fee of up to \$250 shall be refundable with a written request. This refund of tuition paid shall be based on the cost and length of the program.
 - a. At completion of less than 25% of the program, refunds of tuition will be made on a pro rata basis.
 - b. At completion of 25% but less than 50% of the program, 50% of the tuition shall be refunded.
 - c. At completion of 50% but less than 75% of the program, 25% of tuition shall be refunded.
 - d. At completion of 75% or more of the program, no refund is due the student.

Scholarships

There are currently no scholarships available.

Classroom Instruction Calendar

Classroom instruction options are available throughout the summer, during some holidays/breaks, and/or during the school year as posted on our website. Saturday classes and/or weekday afternoon/evening class options may also be available. (See DANWA website for specific dates and locations.)

For clarification, every time the word “hour” is used in this bulletin, it is referring to a clock hour. By Arkansas code governing this school, a clock hour shall be a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

Most classroom sessions are available in-person or virtually using online platforms such as “Zoom” that contain the same quality and quantity of instruction as the normal DANWA in-classroom instruction. Live, Virtual classroom sessions could be substituted for physical classroom instruction due to inclement weather issues, as determined on a case-by-case basis.

NOTE: Any class that has less than 20 students in-classroom and virtual combined registered by two weeks prior to the first day, may be rescheduled for different dates. If there is not an available option that is satisfactory to the student, they will be given a full refund.

Behind-the-Wheel Instruction Calendar

The Private Driving Lessons are scheduled online, separately from the classroom sessions and are typically available Monday thru Saturday, year-round, except New Year’s Day, Independence Day, Thanksgiving Day, and Christmas Day, according to the availability of our professional driving instructors and vehicles.

Office Calendar

Driving Academy of Northwest Arkansas Office will be CLOSED on Sundays, Saturdays when there is not a scheduled class, New Year’s Day, Memorial Day, Independence Day, Labor Day, Wednesday thru Friday of Thanksgiving week, and the full week of Christmas. The office may be open limited hours during Arkansas public school spring break week. Due to the nature of our business, we always recommend making an appointment prior to coming to our office.

Facilities and Equipment

Driving Academy of Northwest Arkansas is licensed to instruct anywhere in the state of Arkansas upon our notification to ADHE of each change in location. We are currently teaching at our own classroom near our office suite in the Park Place Plaza in Bentonville. This location is accessible to families throughout Northwest Arkansas and provides an optimal learning environment with specialized equipment ideal for driver training. The classroom provides students with adequate restrooms, drinking water, and workspace. The classroom is equipped with tables and chairs, white board, two flat-screen television monitors (65” and 50”), visual aids, and other equipment to best facilitate an interactive environment. Our location with a map is available online at www.DrivingNWA.com, but further assistance with directions can be obtained by calling 479-621-7000.

Our fully insured and carefully maintained 2021, 2020, and 2019 Subaru Foresters, 2018 Honda Accord EX, and 2017 Toyota Camry are used for the behind-the-wheel portion of our programs. These are equipped with an extra foot brake on the passenger side and extra mirrors as well as meeting all other requirements by Arkansas State Law and the Arkansas Division of Higher Education for such a training vehicle. Each vehicle is visibly identifiable as a training vehicle with our company name, logo, phone number, and the appropriate “NEW DRIVER” decal. They each also have appropriate teaching materials and emergency supplies.

Student Complaint Process

1. If at any time one of our students or his/her parent or legal guardian has a complaint concerning our school, we encourage them to contact the president, Kimma Harper, by phone at 479-621-7000 or by e-mail at Kimma@DrivingNWA.com.

2. If they are not satisfied with the results of this initial contact, we ask that they mail a letter to the president of Driving Academy of NWA explaining again his or her grievance:

Kimma Harper, President
Driving Academy of Northwest Arkansas, LLC
1401 SE Walton Blvd., #203
Bentonville, Arkansas 72712

3. If the result of these first two contacts is unsatisfactory, then he or she could contact the Arkansas Division of Higher Education in Little Rock:

ADHE
423 Main Street, Suite 400
Little Rock, Arkansas 72201
Phone (501) 371-2000
DHE.private.careered@adhe.edu