

Continuing and Community Education
Administrative Annex, 90 Avenue C
Port Washington, NY 11050
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FALL 2009

**New York State-Approved Driver Education & Student
Certificate of Completion for Resident High School Students**

Course Information

- This 16-week program includes 24 hours of classroom instruction, plus homework, and 24 hours of driving instruction, with each student spending 6 hours behind the wheel; additional driving practice, outside of class, is required.

Enrollment Requirements

- You must be a high-school student who resides in the Port Washington school district, be at least 16 years of age by September 1, 2009, and have a valid learner's permit by September 1. **We must receive your learner's permit by Sept. 1 or you will be dropped from the program.**

Application Procedure

- Registration form must be completed and signed by a parent or guardian and must include payment. Registrations are on a first-come, first-serve basis. Permit may be sent at a later date, but before Sept. 1, 2009. Incomplete applications will not be processed.
- Complete the enclosed registration and return it to the above address or by fax to the above fax number, as soon as possible. **Phone registrations are not permitted.**

Tuition and Refund Policy

- Tuition is \$530. On withdrawal before the start of the semester, a refund minus \$20 processing fee will be issued. After the start of the semester, there will be no refund. (A limited number of scholarships are available for students eligible for free lunch, and a limited number of partial scholarships available for students eligible for reduced lunch; all requests are confidential.)

Attendance

- Attendance at **all** Driving Groups and Theory Classes **is mandatory**. According to State Law, any absence and/or lateness must be made up. If you abuse this requirement, you will be dropped from the program. Therefore, be sure you can attend and be on time for all sessions before you register. No transportation to and from classes is provided.

Upon Completion

- Students who successfully complete the requirement for this non-credit course will receive a Student Certificate of Completion (MV285), and an Insurance premium Reduction Letter. If, at any time, a certificate must be reissued, there will be a charge of \$20 per certificate. Students and parents should note that, after receiving the MV285 and passing the road test, a 17-year old is eligible for a regular license, but a 16 year-old is not.