



Terms & Conditions

1. Instruction Format

Behind-the-wheel instruction may be conducted individually or as part of a group session at the discretion of Burgess Driving School.

2. Attendance Policy (State Requirement)

Illinois law requires that students who are absent from more than eight (8) hours of classroom instruction for any reason will be dropped immediately from the course, and their driving permit may be rescinded.

3. Tuition and Refund Policy

In accordance with Illinois Administrative Code, Chapter 11, Section 1060.80c:

- Burgess Driving School, Inc. (BDS) will not refund tuition or any portion thereof if BDS is capable of and willing to fulfill its contractual obligations.
- A registration deposit of \$100 is required to reserve a seat in any class.

Refund Guidelines:

- If a student cancels 30 days or more prior to the class start date, any tuition paid may be refunded.
- If a student cancels less than 30 days before the class start date, no refund will be issued.
- Failure to attend without proper notice will result in forfeiture of all tuition paid.

4. Course Completion & Rescheduling

If a student:

- Is unable to complete the course within the allotted timeframe, or
- Fails the course

They will be given the opportunity to retake or reschedule the course one (1) time at no additional charge, subject to availability.

5. Late Arrival Policy

- Students are expected to arrive on time for all classroom and driving sessions.
- Late arrivals may result in loss of instructional time, which will not be made up.
- Excessive lateness may be treated as an absence and could result in removal from the course in accordance with state law.

6. Scheduled Driving Appointments

Failure to attend a scheduled behind-the-wheel driving session without proper notice will result in a \$50.00 cancellation fee.

7. Student Conduct and Removal

Burgess Driving School reserves the right to remove any student from class or driving sessions for:

- Disruptive, unsafe, or inappropriate behavior
- Failure to follow instructor directions
- Harassment of staff or other students

If a student is removed for conduct reasons:

- No refund will be issued
- The student may be denied re-enrollment at the discretion of Burgess Driving School

8. Substance Use & Safety Policy

For the safety of all students and instructors:

- If a student arrives for any session (classroom or driving) with the odor of alcohol, cannabis, or any impairing substance, Burgess Driving School reserves the right to refuse service immediately.
- The session will be considered missed, and all applicable fees will apply, including rescheduling fees.
- Repeated violations may result in removal from the program without refund.

9. Payment and Default Policy

- All tuition must be paid in full prior to completion of the course unless otherwise agreed upon in writing.
- Failure to complete agreed-upon payments may result in:
 - Suspension from classes or driving sessions
 - Withholding of completion certificate
 - Permit revocation
- Any unpaid balances may be subject to collections and additional fees as permitted by law.

10. Weather and Emergency Cancellations

- Burgess Driving School reserves the right to cancel or reschedule any class or driving session due to:
 - Severe weather
 - Road conditions
 - Emergencies or safety concerns
- In such cases:
 - Students will be notified as soon as possible
 - Sessions will be rescheduled at no additional charge
- No refunds will be issued for cancellations due to circumstances beyond the school's control.

11. Instructor Cancellation Policy

If Burgess Driving School cancels a session due to instructor illness, scheduling conflict, or other operational reasons:

- The session will be rescheduled at no additional charge

- Every effort will be made to minimize disruption to the student's schedule

12. Vehicle and Equipment Issues

- In the event of vehicle malfunction, mechanical issues, or equipment failure:
 - The session may be delayed, rescheduled, or reassigned
 - No additional fees will be charged to the student

Burgess Driving School is not liable for delays caused by unforeseen mechanical issues but will make reasonable efforts to complete all required instruction.

13. No Guarantee of License

Burgess Driving School, Inc. does not guarantee that any student will receive a state-issued driver's license. Licensing decisions are made solely by the Illinois Secretary of State.

14. Student Responsibility

Students are responsible for:

- Maintaining eligibility for driver education under Illinois law
- Obtaining any required forms from the Illinois Secretary of State
- Attending all scheduled sessions on time
- Bringing required documentation to all sessions

15. Entire Agreement

This document constitutes the entire agreement between Burgess Driving School, Inc. and the student.

No verbal statements, promises, or representations outside of this document are binding.

16. Dispute Resolution

All disputes or complaints must be directed to:

- Illinois Secretary of State – Driver Education Division

Acknowledgment

By completing registration, I acknowledge that:

- I have read and understand the Terms and Conditions outlined above
- I understand the attendance, refund, conduct, and rescheduling policies
- I agree to comply with all requirements set forth by Burgess Driving School and the State of Illinois