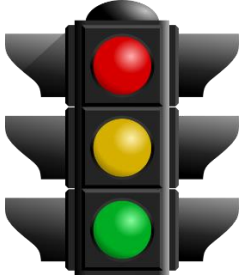


Main Office: Grayslake
100 South Atkinson Rd #105
Grayslake IL, 60030

Azad "Freedom" Driving School
P: 847-548-8367
azaddriving.com

Vernon Hills Office
209 South Butterfield Rd
Vernon Hills IL, 60061



AZAD "Freedom" Driving School Welcome Packet



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Dear Parents & Students:

Thank you for choosing Azad "Freedom" Driving School for your driver education course. Please read over the following general information about our classes. Parents should also review other informational handouts given to the students on the first day of class.

If you choose not to pay for the course in full on the first day of class, we offer a weekly payment plan at no additional charge.

Payment may be made by cash, check, money order, or credit card. Late payments may result in the delay of behind the wheel sessions and the certificate of completion received at the end of the course. A \$15 fee will be charged for all returned checks.

During the first two day of class, students will review the rules of the road with their instructor. After the second day of class, students are eligible to obtain their instructional driving permits. Students will need to be taken to an Illinois Secretary of State facility to take their written test. Once the student obtains their permit, they may begin to schedule their behind the wheel sessions. They may also drive with any other driver that is 21 years or older and has held a driver's license for at least one year. Students are required by law to drive an additional **50** hours (not including the 6 hours with the driving school) before eligible for a license.

Students must provide their own transportation to and from the classroom. Students will be picked up and dropped off at their home, school or work for all their behind the wheel lessons at no extra charge. Students should check their schedules carefully before selecting times for their driving lessons. If students must cancel a scheduled driving lesson they must do so at least 24 hours before the lesson or a \$35 charge will be added to their account.

Students are expected to conduct themselves in an orderly manner. If a student continually misbehaves or disrupts class, the parents will be notified. If the misbehavior continues, the student will be removed from the class and no refund will be given.

Students will be working out of textbooks during most of the course. They are expected to maintain the quality of the books and refrain from writing in them. Although it is not required, students may purchase a textbook for \$40.

To ensure no delay in the certificate of completion please be sure that your child has: made up all missed classroom sessions, completed all behind the wheel sessions, paid balance in full, and turned in the last two semester grade report or form supplied by our school if grade reports are not available.

After the third day of class, no refunds of tuition will be given as long as the driving school is ready, willing and able to fulfill its obligation to the student.

RESPONSIBILITIES & RULES OF CONDUCT

1. While you are enrolled in the course, it is expected that you will help to keep the classroom, building, neighborhood, washrooms, hallways and cars neat and in a clean manner. Please do not leave litter behind.
2. It is the goal of the school to impart as much knowledge as possible regarding safe driving. However, no driver education program can guarantee its graduate a driver's license. All testing is completed and decided by the Illinois Secretary of State office.
3. Please consult the driving school office if there are any problems or situations regarding eligibility, state requirements, payments or attendance.
4. Upon completion of our driver education course, additional driving lessons may be scheduled for the student at a discounted rate. Please contact the office for details.
5. Students *must* bring driving permits and contacts/glasses if needed to all of their scheduled driving lessons.
6. Students are advised to dress comfortably for their driving lessons and to wear appropriate footwear. Coats, jackets, sweaters, gloves, hats and other items may also be brought along for extra warmth and comfort.
7. Students who receive a citation for traffic violations during behind the wheel sessions must pay their own fines. Each student will have studied the Illinois Rules of the Road booklet and will be familiar with the traffic laws.
8. Disorderly conduct or violation of any rules may result in expulsion from the school.
9. If the address on your permit changes, you must go to the Illinois Secretary of State driver's facility and have it corrected otherwise your completion letters will be sent to the old address. Also, notify our driving school office of any address and or phone number changes.
10. According to Illinois state law, a student cannot receive their instructional permit before their 15th birth date, and cannot receive their driver's license before their 16th birth date.
11. Once the student has received the letter verifying driver education course completion from the Illinois Secretary of State, has turned 16 years of age, and has held their permit for at least nine months, they may return to the nearest Illinois Secretary of State driver's facility and take their driving test to get their license. Students will need to bring the following items:
 - a. Proof of additional **50** hours of supervise driving
 - b. Permit
 - c. Illinois Secretary of State verification letter
 - d. Vehicle for road test (brake lights, turn signal lights, etc. must be in working condition)
 - e. Same ID items used when obtaining their permit
 - f. Contacts/eyeglasses if needed

12. Cell Phone/Mobile Device Usage

Students will not be permitted to use cell phones/mobile devices while in the classroom/instruction vehicle. Students are permitted to carry a mobile device at all times in the case of an emergency. They must however set the device to silent/vibrate while in the classroom/instruction vehicle. This policy will be strictly enforced with one warning given. After the first warning the mobile device will be taken away and given back to the parent/guardian.

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AZAD "Freedom" DRIVING SCHOOL COURSE INFORMATION

Satisfactory completion of a state-approved course consisting of 30 hours of classroom, 6 hours of behind the wheel instruction and 6 hours of in the car observation is required in order to qualify for a driver's license before the age of 18 in Illinois. Our full courses span 4-5 weeks. A student may take only one phase of the course if the other phase has been completed elsewhere and the student provides evidence of such completion.

Classroom Attendance

Students must be on time for their classes and each class will last the full two hours unless advised otherwise. Students must complete the full 30 hours of classroom to receive their certificate of completion. *They may not miss more than four classes during their session.* If they do, we are required by the Illinois Secretary of State to have the student retake the classroom portion of the course. Students will only need to pay a **\$20** fee to reenroll in a second classroom session. For those students missing four or fewer classes, you will need to make up all of the missed classes during any of our other classroom times.

Grading

All required worksheets, activities and presentations must be completed for satisfactory completion of the course. In addition, a minimum of a 75% score is required on the mid-term examination, final examination and quizzes. Any student scoring below a 75% on any of these tests will be allowed to restudy and retake the examination.

Scheduling Behind the Wheel Sessions

Students must obtain their instructional permits before they may schedule any behind the wheel session. Classroom instructors will provide a schedule of available driving times for the students to choose from. Students may schedule one session at a time or may go ahead and schedule multiple lessons if they know when they are available to drive. Students may not schedule drives that interfere with their classroom time.

Generally, two students are paired up for each driving lesson. Students may either sign up with a driving partner or sign up individually. Each driving session is split into half where each student is given equal driving and observation time.

If the student is unable to make a scheduled driving appointment, a **\$35** missed session fee will be charged if the cancellation is not made at least 24 hours before the scheduled lesson. Students must present their permit to the driving instructor before each driving lesson. If students do not have their permit available for their session, they will not be allowed to drive and will be charged the **\$35** missed session fee.

Course Payments

Full payment may be made at any time prior to the first day of the course or you may choose the weekly payment plan.

Permits and Licenses

The state of Illinois requires 4 hours of classroom instruction in a qualified driver education program before student ages 15-17 years old may obtain a driving permit. If the student does not complete the 30 hour classroom session in its entirety, Illinois state law requires us to revoke the student's permit.

After the student has successfully completed both phases of the course and turned in all the required items, they will receive a letter from the Illinois Secretary of State that verifies that they are eligible to receive an Illinois driver's license at 16 years of age. The student must also have held their permit for at least three months. *Students must save this letters, as it is one of the items they will need to present at the driver's facility when they return to get their license.* Students should receive this letter in the mail 2-3 weeks after completing the course. If it is not received within 21 days, please call our office so we may follow up on your behalf. Also, if you are uncertain if you have made up all of your classes and turned everything in please double check with the office.

High School Credit

Most high schools require successful completion of a driver's education course to graduate. After successfully completing our program, you will receive a letter from our school verifying your completion of the state required driver education course work. You may present this letter to your high school to receive credit for driver's education.

HOW TO OBTAIN AN INSTRUCTION PERMIT

1. Only mark areas on permit application as instructed during class.
2. If under 18, it must be signed by your father, mother or legal guardian first.
3. *Permit Trip Checklist* You must take the following with you in order to get a permit:
 - a. The Signed permit application, and accompanying parent.
 - b. Cash, Visa/MC or Check made payable to the "Illinois Secretary of State" for \$20 Permit Fee
 - c. Eyeglasses or contacts if you wear them. (You will be taking an eye exam)
 - d. Your Social Security Card
 - e. A certified copy of your birth certificate (must have raised stamp or colored seal) or a valid passport. *If you need a copy of your birth certificate, you must call the country in which you were born to request one.*
 - f. Two items listed below for address proof:
 - i. Bank book or statement
 - ii. Magazine subscription
 - iii. Bills or other letters received
 - iv. Insurance policy
 - v. Identification card
 - g. Signature proof
 - i. Credit card
 - ii. Identification card
 - iii. Valid passport
 - iv. Social security card

Take all of the above items to your nearest Illinois Secretary of State Driver Services Facility

Facility Locations

Chicago and Vicinity Visit www.cyberdriveillinois.com for hours, phone and more locations.

- [Chicago Loop Express](#) 69 W. Washington, Concourse level, Chicago, IL 60601
- [Chicago North](#) 5401 N. Elston Ave., Chicago, IL 60630
- [Deerfield](#) Lake Cook Plaza, 405 Lake Cook Rd., A6-9, Deerfield, IL 60015
- [Des Plaines](#) 1470 Lee St., Des Plaines, IL 60018
- [Elgin](#) 595 S. State, Elgin, IL 60123
- [Elk Grove Village](#) 650 Roppolo Dr., Elk Grove Village, IL 60007
- [Libertyville](#) Brookside Shopping Center, 342 Peterson Rd., Libertyville, IL 60048
- [Lombard](#) Eastgate Shopping Center, 837 S. Westmore B27, Lombard, IL 60148
- [Melrose Park](#) Melrose Crossing Shopping Center, 1903 N. Mannheim Rd., Melrose Park, IL 60160
- [Naperville](#) Hobson Shopping Center, 931 W. 75th St., Ste. 161, Naperville, IL 60565
- [Orland Park Express](#) 14700 S. Ravinia Ave., Orland Park, IL 60462
- [Schaumburg](#) Woodfield Commons Shopping Center, 1227 E. Golf Rd., Schaumburg, IL 60173
- [Waukegan](#) 617 S. Green Bay Rd., Waukegan, IL 60085
- [West Chicago](#) 1280 Powis Rd., West Chicago, IL 60185

Verification of Course Credit | Student & Parental Agreement

PURSUANT TO SECTION 6-408.5 OF THE ILLINOIS VEHICLE CODE, ANY STUDENT UNDER THE AGE OF 18 CURRENTLY ENROLLED IN A PUBLIC OR PRIVATE SCHOOL AND TAKING A DRIVER'S EDUCATION COURSE CANNOT RECEIVE A LETTER OF COMPLETION UNLESS ONE OF THE FOUR NECESSARY ITEMS ARE PROVIDED TO AZAD "Freedom" DRIVING SCHOOL

1. OFFICIAL SCHOOL REPORTS CARDS OR TRANSCRIPTS SHOWING PROOF OF PASSING (8) COURSES IN THE TWO (2) PREVIOUS SEMESTERS OF SCHOOL. OFFICIAL SCHOOL REPORT CARDS OR TRANSCRIPTS MUST INCLUDE STUDENT NAME, ADDRESS AND ALL STUDENT INFORMATION AS WELL AS THE HIGH SCHOOL NAME, ADDRESS, SEMESTER GRADES AND SCHOOL YEAR.
2. A BLUE FORM PROPERLY FILLED OUT BY THE PARENT AND HIGH SCHOOL OR JR. HIGH SCHOOL APPROPRIATELY SIGNED AND ATTESTING TO THE FACT THAT THE STUDENT HAS PASSED THE EIGHT COURSES IN THE PAST TWO SEMESTERS

NOTE: A STUDENT CANNOT TURN IN REPORT CARDS OR TRANSCRIPTS & MUST TURN IN A BLUE FORM IF THEY FALL INTO ANY OF THE FOLLOWING CATEGORIES:

- STUDENT IS IN JUNIOR HIGH SCHOOL OR OF FRESHMAN STATUS
 - STUDENT ATTENDS A SCHOOL WHICH DOES NOT USE A TWO SEMESTER GRADING SYSTEM
 - STUDENT ATTENDS A SCHOOL WHICH USES TRIMESTERS
 - STUDENT ATTENDS A SCHOOL WHICH USES BLOCK SCHEDULING
 - STUDENT ATTENDS A SCHOOL WHICH ONLY ISSUES INTERNET REPORT CARDS
3. A PINK FORM PROPERLY FILLED OUT BY THE PARENT AND HIGH SCHOOL OR JUNIOR HIGH SCHOOL APPROPRIATELY SIGNED WAIVING THE ABOVE REQUIREMENT.
 4. A YELLOW FORM PROPERLY FILLED OUT AND SIGNED BY THE PARENT STATING THE STUDENT IS HOME SCHOOLED.

STUDENTS FAILING TO PROVIDE THE NECESSARY FORMS REQUESTED WILL NOT BE ISSUED A CERTIFICATE OF COMPLETION UNTIL THE PROPER FORMS ARE FILED WITH AZAD "Freedom" DRIVING SCHOOL. ONCE THE STUDENT HAS COMPLETED THE FIRST WEEK OF CLASS, NO MONEY CAN BE RETURNED TO THE STUDENT WHO HAS FAILED TO PROVIDE THE REQUIRED PAPERWORK TO THE DRIVING SCHOOL OR SEEKS TO DISCONTINUE THE COURSE.

STATE LAWS REGARDING TIME LIMITS

- THERE MUST BE A TIME PERIOD OF 14 DAYS OR MORE BETWEEN THE FIRST SCHEDULED DRIVING LESSON AND THE LAST DRIVING LESSON.
- STUDENTS MUST COMPLETE ALL DRIVING LESSONS WITHIN A PERIOD OF 9 MONTHS. FAILURE TO FINISH ALL DRIVING LESSONS WITHIN 9 MONTHS WILL RESULT IN FORMAL NOTIFICATION TO THE ILLINOIS OFFICE OF THE SECRETARY OF STATE AND A \$65.00 PROCESSING FEE. NOTE: IF A STUDENT FAILS TO COMPLETE ALL DRIVING LESSONS WITHIN THE 9 MONTH TIMEFRAME, THE STUDENT CAN REQUEST TO RE-ENROLL IN THE BEHIND THE WHEEL PHASE WHICH WILL ALLOW THE STUDENT TO CONTINUE AND COMPLETE OUR PROGRAM. AFTER PAYMENT OF THIS PROCESSING FEE IS RECEIVED, A FORM IS SUBMITTED TO THE SECRETARY OF STATE WHICH WILL ALLOW AN ADDITIONAL 9 MONTHS FOR THE STUDENT TO RESCHEDULE THE REMAINDER OF THE DRIVING LESSONS.

I HAVE READ THE ABOVE INFORMATION AND ACKNOWLEDGE THE STATE REQUIREMENTS, TIMEFRAMES NOTED AND THE NEED TO PROVIDE THE PROPER FORMS TO AZAD "FREEDOM" DRIVING SCHOOL IN ORDER TO RECEIVE A LETTER OF COMPLETION.

(Student's Signature) _____

(Date) _____

(Parent's Signature) _____

(Date) _____