

Exhibit A

Classroom Rules and Procedures:

1. Attendance at all classroom sessions is mandatory.
2. Classroom rules:
 - a. No disruptive behavior will be tolerated.
 - b. No smoking.
 - c. Be on time at the start of class and returning from breaks.
 - d. If you will be late or absent from class, please have your parent inform the instructor by email or text beforehand.
 - e. Do not use cell phones, smartphones, mp3 players or any similar devices during class.
 - f. Eating and drinking is allowed in class, however, please dispose of your rubbish in the provided receptacles.
 - g. Personal and Sanitary Rules
 - i. Dress neatly. Footwear required.
 - ii. Maintain personal hygiene (personal cleanliness)
 - iii. TKO Driving Academy will not be liable for any of your personal items or valuables.
 - iv. Use of intoxicants or being under the influence of same during class hours is cause for dismissal with no refunds.

Students can be terminated from the program at the discretion of the instructor and NO REFUNDS WILL BE GIVEN.

Exhibit B

Zoom Classroom Rules and Procedures:

1. Attendance at all classroom sessions is mandatory.
 - a. You may miss one class and make up the assignments:
 - i. Assignments are posted to Google classroom.
2. Classroom rules:
 - a. CAMERA MUST BE ON AT ALL TIMES DURING ZOOM CLASS.
 - i. Instructor needs to be able to always see your face.
 - ii. Should you need to step away please use the chat box for communication?
 1. One written warning by chat
 2. Next you will be removed from the class and be able to make up for the missing assignment in google classroom.
 3. After that you will be removed from the class and will need to sign up and pay for another class with me or with another instructor. There will be no refunds or credit given for the classes you paid for and participated in.
 - b. You may turn your camera off for breaks.
 - c. Microphones should be muted unless instructed.
 - d. If you have a question, please use the chat box.
 - e. No disruptive behavior will be tolerated.
 - f. No smoking.
 - g. Be on time at the start of class and returning from breaks.
 - h. If you will be late or absent from class, inform the instructor by email or text beforehand.
 - i. Eating and drinking is allowed during class.
 - j. Personal and Sanitary Rules
 - i. Maintain personal hygiene (personal cleanliness)
 1. Gentlemen must always wear a shirt.
 - ii. Use of intoxicants or being under the influence of same during class hours is cause for dismissal with no refunds.

Students can be terminated from the program at the discretion of the instructor and NO REFUNDS WILL BE GIVEN.

Exhibit C

Behind the Wheel Rules and Procedures:

1. For the Behind-the-Wheel (BTW) phase of the course, the order of actual driving will be determined by the availability of the instructor.
2. All BTW will be solo basis with your instructor.
3. You will be expected to complete 6 hours of driving with the instructor.
4. All BTW sessions will be by appointment based on availability of the instructor and skill level of the student driver.
5. The length of each BTW lesson will be determined, based on the students' needs and driving skill.
6. You must complete 5 hours between each driving lesson.
7. The above classroom rules (2 a through g) also apply to BTW.
8. You MUST have your LEARNER'S PERMIT on each BTW session.
9. YOU ARE RESPONSIBLE FOR YOUR TRANSPORTATION TO AND FROM ALL BTW unless arrangements have been made with the instructor.
10. On the last behind the wheel lesson, you must have completed your 40 hours day and 10 hours night driving log with notarization and turn into instruction to receive your completion certificate.
11. Should you need to reschedule a lesson a 72hour notice is required or you may be charged a fee of \$75 per hour. This fee will need to be paid prior to rescheduling.
12. Should you fail to bring your permit to your behind the wheel lesson you will forfeit your time slot and be assessed a fee of \$75 per hour. This fee will need to be paid prior to rescheduling.
13. Should there be no improvement to your child's driving in between lessons we will reschedule until they complete a minimum of 20 hours.
14. Should drives need to be rescheduled due to inclement weather, instructors will do their best to accommodate days and times. We do not drive in the rain for safety reasons.

Students can be terminated from the program at the discretion of the instructor and NO REFUNDS WILL BE GIVEN.