

IMPORTANT BTW (behind the wheel) INFORMATION

Please read the information below to avoid any additional fees.

Student Responsibility Policy:

- Students must act responsibly. Inappropriate behavior may result in dismissal from the program without a refund.
- Make the driving school aware of any medical condition which could impair driving performance and safety such as, but not limited to: learning disabilities, diabetes, epilepsy, asthma, heart condition, deafness, etc.
- Arrive on time for each appointment.
- Have permit for each appointment. Obtain learners permit from MVA.
- If corrective lenses (glasses or contacts) for distance are needed, bring them to each appointment.
- Dress appropriately for each appointment – NO flip flops, open toed/heel shoes (Crocs, slides, flip flops), or earrings/clothing that will distract from driving.
- Failure to arrive prepared will result in a \$80 fee and the appointment will be rescheduled.

Scheduling Policy:

- Schedule appointment through student portal, at one of two different locations.
<https://www.myeform4.net/CecilCollege/Student/StudentLogin.aspx>
- Appointments are scheduled in two hour time blocks.
- Complete first classroom unit before scheduling first BTW appointment.
- Complete last classroom unit before scheduling last BTW appointment.
- Complete previously scheduled BTW appointment before scheduling subsequent appointments.
- If the final BTW appointment is not successfully completed with a score of 80% or higher, the student must re-take the BTW3 evaluation and a fee of \$80 will be applied.
- Drive with a home driving coach approximately 20 hours before each appointment.
 - Before BTW 1 – drive on back roads
 - Before BTW 2 – drive on Rt. 40
 - Before BTW 3 – drive on I-95

Cancellation Policy:

- Contact the office 48 hours prior to scheduled appointment.
- Leave a detailed voice mail message if no one is available to take your call. The office is closed Holidays, Saturdays and Sundays.
- Missed appointments without notice will result in a \$80 fee.

Inclement Weather/College Cancellation Policy:

- Cecil College reserves the right to cancel BTW evaluations due to inclement weather, car repairs, instructor illness, or student unpreparedness.

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- Cecil College does NOT necessarily follow CCPS inclement weather closures for BTW appointments. Contact the office to confirm your appointment.
- If you would like to cancel an appointment due to inclement weather, please contact the office 410-287-1096 or drive@cecil.edu
- If a BTW evaluation has to be cancelled due to instructor illness or car repair, we will contact the student using the contact information provided during registration. We will make every attempt to contact you as early as possible and to reschedule in a timely manner.

MVA Driver Skills Test Scheduling Policy:

- Driver Education completion certificate will be sent electronically to MVA the business day following the last BTW appointment. It can take up to 3 business days to clear MVAs computer system.
- Schedule road test directly with MVA.
- Road test should not be scheduled until after the final BTW appointment is scheduled.
- Allow 1 week AFTER the final BTW appointment before taking the skills test.
- Consult MVA website for required documents.
- Cecil College driver education car is available to rent for the skills test. Schedule your test with MVA Mondays – Thursdays between 9AM – 1PM. Call at least three weeks before the appointment to reserve the car.