

Riding Academy Policies

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Riding Academy General Policies

Riding Academy New Rider Course Site Policies

This course operates under the provisions of the California Motorcycle Safety Program (CMSP) and is overseen by the California Highway Patrol (CHP).

There are no guarantees that anyone will pass this course. This course is very demanding both physically and mentally. Coordination, balance, motor skill ability, age, language limitations and other physical abilities may limit an individual's ability to ride and pass this class. **YOU MUST BE ABLE TO BALANCE AND RIDE A BICYCLE.** Established performance standards must be met for graduation. You must be able to control the clutch, throttle, and direction of the motorcycle.

Class Expectations

Students are expected to conduct themselves in a professional manner. We have a ZERO tolerance policy for alcohol and other drugs. Students who fail to respond to coaching or intentionally interfere with other students' learning may be asked to leave. Our goal is to create a safe, positive learning environment.

What if I'm not able to pass the class?

Sometimes students are unable to pass the class on the first try. If you do not pass the skills evaluation or the writing evaluation, you may schedule a retest. Please call us for details. If you fail both evaluations, you must re-enroll and take the entire course from the start at the full tuition rate.

Riding Academy Policies

Refund Policy

This is a non-refundable course. You may request a date change or cancellation within our approved time period.

The following will result in forfeiture of course tuition:

- Failure to appear in any portion of the class.
- Failure to arrive on time, at any portion of the course.
- Arrival at classroom without all the required documentation.
- Arrival at the range without proper riding gear.

Cancellation & Reschedule Policy

Students who cancel within 14 days of their class start date are subject to a 100% processing and materials fee. You may also reschedule your class if you notify us at least 14 business days before the start date of your class. You must contact the Riding Academy Office within the above time frame for Cancellations & Rescheduling.

Additional Fees to Reschedule:

REASON	FEE
No show or late arrival to any session	Pay full amount, or be put on *standby at no charge
Self-drop from class	Pay full amount, or be put on *standby at no charge
Counseled out of class Retake Fee	Pay \$175, or be put on *standby at no charge
Repeat of any class or range session	Pay \$175, or be put on *standby at no charge
Failed skills test	Pay \$75 (test only)
Failed knowledge test	Pay \$35 (test only)

Rescheduling must be done within 60 days of the original course date to receive a discounted price and standby option. After 60 days, the full course at the regular rate will be required. Failing either the written or skills test more than 2 attempts requires you to repeat the entire course at the full tuition amount.

*Standby Definition: Standby will be the responsibility of the student. Standby is not a guarantee to get into a course and will be done only as openings allow. Standby, by definition, is a last-minute opening. Students wanting to be on the standby list should be prepared to join the course the day of or the day before the course begins, based on last-minute openings. It will be the students' responsibility to check with the Riding Academy Manager to determine if there will be an opening for a course based on their availability.

Riding Academy Policies

Student Status Classifications:

1. Passing Student is defined as one who completes each class session in order and receives an 80% or higher on the Knowledge test and 20 points or lower on the Skills Test.
2. No Shows are defined as a student who fails to show up to any of the class or range sessions and does not give a 7-day notice. If a student fails to show up to any of the sessions and does not give 7-day notice, they forfeit their place in the class and registration fees.
3. Self-drop is defined as a student who participates in part of the course, but voluntarily withdraws before completion. No refund or partial refund will be given to self-drop students.
4. Counseled Out Students are defined for the following reasons:
 - Unsafe – Unsafe is defined as a student deemed unsafe to continue in training. This determination will be made at the sole discretion of the instructor. A counseled-out student may return but must repeat the entire class from the beginning and in order regardless of what point in the class the student is dismissed.
 - Late arrival – Late arrival is defined as a student who is not present at the assigned start time of the class. Students are required to arrive at riding sessions 15 minutes before the start of each session. Sessions will start promptly at the assigned time. Any student who is not present at the assigned start time will be considered counseled out and a stand-by student may be given their space in the class.
 - Unprepared – Unprepared is defined as a student who arrives without proper safety gear. Students must have all their proper riding gear (long sleeve shirt, sturdy long pants, sturdy over the ankle footwear, and either street specific motorcycle gloves or 100% leather gloves). Students who arrive without proper safety gear will not be able to participate and will be counseled out.
 - Notified no show – Notified no show is defined as a student who fails to appear for an assigned class session but notifies the office less than 7 days in advance. These students will be classified as counseled-out students.

Re-test Policy:

Re-tests must be completed within 60 days of the originally failed class. Skills & Knowledge re-tests are scheduled through the office and given on weekdays & weekends taken with a subsequent class during that class's testing time. A paid in full registration allows a student to take the class one (1) time. In addition, one (1) re-test of each test is allowed for failing students. No refund or partial refund will be given to failing students.

Proper riding gear is REQUIRED by the State of California as follows:

1. A DOT-approved helmet, $\frac{3}{4}$ or full face (No half helmets). Personal helmets are subject to inspection for DOT-compliance and to make sure that they are in good working condition.
2. Either full-fingered street specific motorcycle gloves, or 100% leather gloves
3. Eye protection includes shields, sunglasses, goggles, or glasses.
4. Long-sleeve shirt or jacket
5. Long pants, jeans, or leather with no tears or holes
6. Over the ankle boots with little or no heel. Thin fabric shoes made of canvas or other fabrics that do not provide support are not acceptable. The classic Converse All Star "Chuck Taylor" or dress shoe are examples of shoes that DO NOT meet the requirements.