TO: All Arizona Certified Defensive Driving Schools
FROM: Mark Wilson, Certification and Licensing Division Director
DATE: February 3, 2015

The next opportunity for school fee changes for defensive driving, effective April 1, 2015 is between now and March 1, 2015. Pursuant to Arizona Code of Judicial Administration §7-205(F)(5)(1), "Report the school fee up to two times each year, effective either on April 1 or October 1, or on both dates. A school shall notify division staff 30 days prior to the effective date of the school fee, regardless of whether the school changes the fee or retains the current fee, using the form provided by division staff."

The School Fee Change Request Form is attached in both Word and PDF formats.

You must open and print out the form in order to complete it. In the space designated for "YOUR SCHOOL'S FEE," list the amount your school will charge a student, regardless if you are changing the amount. NOTE: THIS FEE IS THE AMOUNT YOUR SCHOOL WILL RECEIVE FROM A STUDENT, **NOT THE *TOTAL*** AMOUNT PAID BY A STUDENT TO PARTICIPATE IN A DEFENSIVE DRIVING COURSE.

IMPORTANT: RETURN THE COMPLETED FORM BY MARCH 1st 2015, to Certification and Licensing Division--Compliance Unit, Arizona Supreme Court, 1501 W. Washington St, Ste 104, Phoenix, AZ 85007. RETURN THE FORM EVEN IF THERE ARE NO CHANGES. THE FORM MUST BE AUTHORIZED BY THE DESIGNATED PRINCIPAL FOR YOUR SCHOOL. THE SCHOOL FEE WILL NOT BE CHANGED WITHOUT THE PRINCIPAL'S SIGNATURE.

If you have any questions, contact Christopher DeWitt at 602-452-3985 or send an E-mail to Ddrive@courts.az.gov. Your assistance is appreciated.

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