



## Policies for Students

1. Students must have a valid Ontario Driver's License and have it with them during the in-car driving lesson(s). A temporary Driver's License (G1) is still valid for this purpose.
2. In order to satisfy the Ministry of Transportation (MTO) requirements, the student must complete the following:
  - 20 hours in the classroom: 70% passing grade required
  - 10 hours of in-car lessons: 80% passing grade required
  - 10 hours of take home study from the classroom
  - All aspects of the course **MUST** be completed within 364 days of starting the class to be eligible for certification
3. All fees must be paid in full before Our Driving School can finish the 10 in-car lessons as required by the MTO.
4. Cancellations of an in-car lesson must be made 24 hours in advance. Please contact your in-car driving instructor at the cell number to the Instructor (student will have the Instructor's cell number to do this)
5. Our Driving School has a **\$40 late cancellation fee** or a **\$40 no-show fee** to cover the costs associated with the missed in-car lesson.
6. Our Driving School will arrange for student pick up for in-car lessons within the city limits, otherwise a pre-arranged pick-up location will be determined. Please call for more details on city limits.
7. There will be **no refunds** for the Driver's Education Course if any lessons (in-class or in-car) are not completed.
8. You are only eligible to receive a refund if **cancellation notice** is given at least **2 full working days prior** to course start date.
9. There will be no refund if Our Driving School's car is booked for a road test in advance.
10. Students must be at class on time (9 a.m.) and back from lunch (which is a 1/2 hour) and remain in the class until 3 p.m. to receive certification.
11. Please refrain from using heavy perfumes during your in-car lessons as some instructors have allergies. We thank you for your understanding.

***I acknowledge and accept the terms and conditions outlined in the student policies document.***

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_