

Student Policies



Student Name: _____

1. 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
2. Students must have a valid Ontario Driver's License or temporary Driver's License (G1) and have it with them at all times during the in-car driving lesson(s).
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 go on your portal to cancel your lesson if needed. The office is open 10-5:30 Monday to Friday also to call to cancel. *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.*
5. Our Driving School will arrange for student **pick up for in-car lessons within the limits of:**
 - East - Manitou Park/Eso Husky Station
 - West – Nixon/Anderson Road
 - North – Fourth line/Trading Post

When booking lessons in portal please insert a pick up location within these boundaries.
Please call for more details on boundaries if needed.
6. **Please refrain from using heavy perfumes** during class and in your in-car lessons as some instructors have allergies.
7. There will be **no refunds** for the Driver's Education Course if any lessons (in-class or in-car) are not completed. There is no refund if Our Driving School educational vehicle is booked for a road test as part of a package.
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. Our goal is to make learning to drive, informative and fun for all students. As a result, any type of unwarranted disruption, disrespect towards the instructor, or bullying will **not be tolerated**. If an instructor recognizes any of these forms of disruption or becomes aware of teasing or inappropriate behaviors, this will be followed up by a one-on-one discussion between the

instructor and student and/or a call to the parents and **may result in the student being removed from the in-class lessons with no refund.**

NOTE: Preferred in-car lesson times of 3 – 6 p.m. typically fill up very quickly. Students that can leave school during breaks or spares for in-car lessons will avoid high traffic times and can be scheduled more readily.

- ☐ ***I acknowledge and accept the terms and conditions outlined in the student policies document.***
- ☐ ***I give permission to my son/daughter the ability to schedule in-car lessons during their breaks, spares or time off school.***
- ☐ ***I, as the parent or legal guardian, consent to receive electronic communications, promotional materials, reminders and other important information from Our Driving School. I acknowledge that my consent may be withdrawn at any time by unsubscribing from e-communications at the bottom of any email or by contacting Our Driving School.***

Parent or Guardian Name: _____
(or sign for yourself if adult)

Parent or Guardian Email: _____

Parent or Guardian Signature: _____
(sign for yourself if adult)

Date: ____/____/____ (mm/dd/yr)