

Progressive Driving Schools' Rules and Responsibilities

To Parent / Guardian / Student

We require a minimum of one week's notice if you cancel a classroom, there will be a \$150.00 charge if adequate notice is not given.

If you enroll in another classroom within 3 months, this charge will be reimbursed towards your deposit.

Enrolment deposits will not be reimbursed after (2) months from initial payment date.

PLEASE READ

For the student to pass this course and qualify for the Insurance Discount and Early Road Test appointment, they must meet the following criteria:

***ATTENDANCE IS IMPORTANT:**

*Due to classroom time restraints, MTO rules state that students are required to attend all 20 hours of classroom, therefore students will be required to be **ON TIME** and **STAY UNTIL THE CLASS FINISHES**.

*Please don't enroll unless you plan to attend a full day of classroom.

*Any classroom missed has to be finished within **2 months of the first session** or the student will have to repeat the in class portion of the course.

*It's the students' responsibility to reschedule the incomplete classes.

*** EARN AN 80 % PASS IN CLASSROOM**

This is based on an accumulation of **In-Class tests, Classroom Presentation, Attitude, Classroom Participation** and **Homework assignments submitted on time**.

*Homework has to be completed and sent to the office on the required dates requested by the Classroom Instructor.

Please note: Students are loaned a classroom book for the duration of their time in classroom and it is their responsibility to look after the book until the conclusion of the classroom.

(A damaged or misplaced classroom book will be subject to a \$50 charge

IMPORTANT

Progressive Driving Schools' Rules and Responsibilities In- Vehicle page.

- **ATTEND ALL IN VEHICLE SESSIONS 10 HOURS MINIMUM
(13 IN-CAR LESSONS @ 45 MINUTES)**
- **THE STUDENT HAS TO PASS A FINAL IN CAR EVALUATION ADMINISTERED BY THEIR INSTRUCTOR.**
- It is the **students'** responsibility to have at least one in car lesson **within 4 weeks** of completing classroom.
- Always bring your driver's license with you to each in-car lesson.
- **The instructor requires notice of any driving lessons cancelled 24 hours before the time of the lessons; late notice will result in a charge based on the number of lessons cancelled.**
- The student will be given an appointment card with their instructor's name and phone number, keep this for reference and please bring this to each lesson.

Progressive Driving School is committed to providing all our clients with exceptional service. When a student cancels a lesson without giving enough notice, they prevent another student from being given a lesson.

Please call or text your instructor at the number they provided you with to contact them 24 hours' notice on the day prior to your scheduled appointment or our office at 343-9291 (during office hours) to notify us of any changes or cancellations. **To cancel a Monday appointment, please call our office by 2:00 p.m. on Friday.** If prior notification is not given, you will be charged for the price of the lesson for the missed appointment.

IMPORTANT

- **THE FULL DRIVING COURSE MUST BE COMPLETED WITHIN ONE YEAR OF STARTING THE DRIVING COURSE (WHETHER YOU START DRIVING OR CLASSROOM FIRST).**

ALL FEES MUST BE PAID IN FULL.

- Students who are using the convenient payment plan will pay their instructor each driving lesson by cash or cheque.
- Any students with outstanding fees will be required to clear their debt before any further lessons are processed.

Make sure you are you registered with the Ministry of Transportation before booking a road test? To be Registered by the Ministry of Transportation Beginner Driver Education System, Service Ontario and DriveTest; the student's DRIVERS LICENCE PHOTO CARD must be scanned into our data base BEFORE a Road Test can be booked.

[This can be done through Progressive Driving School's office.]

IMPORTANT

*Students requiring proof of course completion for possible insurance discounts and have been processed through on-line registration transactions need to acquire their Driver Licence History after obtaining their G2 license.

This is done by request through the Ministry at a cost of **\$12.00**

***The Driver Licence History (DLH)** search can only be requested by the driver's licence holder, as it contains personal address information.

The application must be signed by the student. In Thunder Bay a *Driver Licence History* can be obtained from an issuing office located at:

***400 Balmoral Street 626-8166**

*** 113-435 James Street 475-1351**

*** 581 Red River Road 766-9682**



Please print student's name and sign where applicable, indicating that you have received and read this letter and return to our office A.S.A.P.

Driving lessons cannot be booked until his consent form has been received in our office.

Student's Name _____

Student's Signature: _____

Parent / Guardian. Signature: (if under 18): _____

Dated: _____

"I certify that the statements in this document are accurate and consent to the release of any information contained herein to the Ministry of Transportation, Insurance Bureau of Canada and the MTO Course Inspector".

PROGRESSIVE DRIVING SCHOOL INC.