

DALLAS DRIVING SCHOOL
24 KELSO CR
KAMLOOPS, B.C. V2C 5A2
PH # (250) 573-3629
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STUDENT ENROLMENT, AGREEMENT AND CONTRACT

STUDENT DISMISSAL POLICY AND PROCEDURES

STUDENT NAME:

ADDRESS:

DRIVER LICENCE # :

PH # : H/W/CELL:

E-MAIL :

NAME OF THE PROGRAM:

START DATE: END DATE:

PAYMENT DUE: TOTAL PAID:

REGISTRATION

To register call our office at (250) 573-3629, all pre-registration is done via telephone. Spaces are reserved ONLY on receipt of full payment. You may pay for your class space by mailing us a check or money order, or you may pay the course fee by MasterCard or Visa (we will charge \$ 20.00 for processing MasterCard or Visa transactions).

REFUND POLICY

If written notice of withdrawal is received by the institution less than seven (7) calendar days after the payment is received, and before the start of the program of the study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.00

If written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of the program of study, the institution may retain 30% of the total fees due under the contract.

If written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of the program of study, the institution may retain 80% of the total fees due under the contract.

If student withdraws or is dismissed after the program of study starts, no refund is given.

STUDENT DISMISSAL POLICY AND PROCEDURES

Grounds for Dismissal: the following occurrences would be considered reasonable grounds for the Institution to dismiss an enrolled student and/or discontinue training:

A) Absenteeism in failing to attend more then one prearranged classroom or practical instructional appointments (additional charges apply for make up sessions).

B) Failure to pay the Institution additional fees for missed classroom or practical instructional appointments.

C) Failure to pay the Institution for additional training witch may be required with some students, to be able to continue the program with the rest of the class.

D) Failure to pay the Institution at the time and in the amount previously agreed to, including disallowed credit cards or dishonoured check.

E) The request of an employer or other interested party who had previously undertaken financial responsibility for the student's training program.

F) Failure to comply with The Range Safety Rules.

G) Verbal or physical abuse of any instructor, lecturer or other employee of the institution.

H) Abuse of the facilities and/or equipment furnished by the Institution for the training purpose.

I) Failure of the student to meet the mutually understood prerequisites to quality for acceptance for training by the Institution.

Steps to be taken to effect Dismissal: the Institution would take the following steps, should the decision be made to dismiss a previously enrolled student:

A) Verbal advisement, either in person or by telephone, with clear explanation of the reason for dismissal as well as the necessary parameters to be met by student in order to avoid dismissal, or

B) Written advisement, by letter (including mail, hand delivery, fax copy or email), with clear explanation of necessary parameters to be met by the student in order to avoid dismissal. This method would be used especially in the case of an interested third party such as employer, the Motor Vehicle Department or ICBC with would be similarly advised of the grounds for dismissal.

RANGE SAFETY RULES

To ensure safety on the riding range, compliance with the following rules is required of every student:

- 1) Do not practice on a motorcycle without your instructor's permission.
- 2) Always wear the proper protective gear including full face helmet.
- 3) Know the location of the engine cut-off switch and know how to use it.
- 4) Cover the clutch at all times - keep all four fingers curled over the clutch lever.
- 5) Wrist down knuckles up for throttle.
- 6) Always check to the rear, to the sides, and in front before moving your motorcycle.
- 7) Keep a safe margin of space between yourself and other students .
- 8) If you have a riding or mechanical problem with your motorcycle, move it out of the path of others riders and consult your instructor.
- 9) If emergency arises, stop and call for help from the instructor.
- 10) If you do not understand an exercise, ask for further explanation before attempting to perform it.

Participant's Name (please print):

Participant's Signature: Date:

Parent Signature (if student is minor):

Facility requires that facility shall provide written notice to each student that:

- 5.13.1. Certification by the Facility does not guarantee that ICBC will issue an Unrestricted Class 6 or 8 Learner's Licence.**
- 5.13.2. If a Trainee does not successfully complete MSA (Motorcycle Skill Assessment), ICBC will not waive the minimum waiting period before the Trainee can take a Motorcycle Skills Test, whether or not the Trainee has completed the Motorcycle Skills Training Program.**
- 5.13.3. ICBC may require a certified Trainee to be retested by a Driver Examiner.**
- 5.13.4. ICBC will have access to the Trainee's Motorcycle Skills Training and MSA records.**