

DALLAS DRIVING SCHOOL  
24 KELSO CR.  
KAMLOOPS, B.C. V2C 5A2  
PH# 250-573-3629  
Email: [john@dallasdrivingschool.com](mailto:john@dallasdrivingschool.com)

**STUDENT ENROLMENT, AGREEMENT AND CONTRACT**

**STUDENT DISMISSAL POLICY AND PROCEDURES**

**STUDENT NAME:** .....

**ADDRESS:** .....

**DRIVER LICENCE #:** ..... **CLASS:** .....

**EXPIRY DATE (mo/yr)** .....

**BITRH DATE (day/mo/yr)** ..... **EMAIL:** .....

**PH# HOME:** ..... **WORK:** ..... **CELL:** .....

**EMERGENCY CONTACT:** .....

**NAME OF THE PROGRAM:** .....

**START DATE:** ..... **END DATE:** .....

**PAYMENT DUE:** ..... **TOTAL PAID:** .....

**INITIAL:** .....

**MEDICAL HISTORY AND FITNESS**

Do you have any medical conditions, disabilities, handicaps that may affect you during motorcycle training (ex: diabetes, hearing, vision impairments, hart/lung conditions, epilepsy, orthopedic injury, allergies, fainting spells, dizziness, high blood pressure, high cholesterol, chest pains/shortness of breath while exercising, etc) ?

.....NO .....YES If yes please specify: .....

**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, cash, or you may pay the course fee by MasterCard or Visa (we will charge \$ 40.00 for processing MasterCard or Visa transactions). A fee of \$ 25 will be assessed for NSF check.

**REFUND POLICY**

- A) If written notice of withdrawal is received by the institution less then seven (7) calendar days after the payment is received, and before the start of the program of the study, the Institution may retain 10% of the total fees due under the contract.
- B) 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.
- C)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.
- D) If student withdraws or is dismissed after the program of study starts, no refund is given.
- E) Completion of the Motorcycle Riding Course does not guarantee success with the ICBC Road Test (refunds will not be considered).
- F) Novice students must obtain their Motorcycle Learner’s Permit prior the first day of the course and minimum 31 days before scheduled ICBC Road Test. Failure to obtain a Learner’s Permit before the start of the course and minimum 31 days before the Road Test date will prevent a student from participating in the course. Refunds will not be considered.
- G)Student must bring proper gear (see Gear Requirements), a valid B.C. Driver’s License and a valid Motorcycle Learner’s Permit to each day of class. Without these, students will not be permitted to participate. Refunds will not be considered.
- H) Motorcycling is physically and mentally demanding sport that requires coordination, multi tasking, concentration, and balance. It is possible that a student may decide that motorcycling is simply not for her/him. Although we sympathize with the situation, we can not offer refunds to students who do not complete or pass a course. For the safety of the student, in some rare situations, the instructor may decide that they should not continue the course. In this situation refunds will not be considered.

**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) Due to the progressive nature of the course, absenteeism in failing to attend any of the prearranged classroom or practical instructional appointments (additional charges apply for make up session, in same cases make up sessions may be impossible).

**INITIAL: .....**

- B) Failure to pay the Institution additional fees for missed classroom or practical instructional appointments.
- C) Failure to pay the Institution for additional training which 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 dishonored 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, other employee of the Institution or any other student.
- H) Abuse of the facilities and/or equipment furnished by the Institution for the training.
- I) Failure of the student to meet the mutually understood prerequisites to qualify 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 necessary parameters to be met by student in order to avoid dismissal, or
- B) Written advisement, by the letter (including mail, hand delivery, fax copy or email), with 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 the motorcycle without your instructor 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 the motorcycle.
- 7) Keep a safe margin of space between yourself and other student.
- 8) If you have a riding or mechanical problem with your motorcycle, move it out of path of others 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.

#### GEAR REQUIREMENT

**HELMET:** Must be DOT approved, in good condition, full face, motorcycle specific helmet. Half helmets, skull caps, snowmobile, motocross and open face are not acceptable (we have full face helmets students are welcome to use).

**JACKET:** Leather or textile preferable motorcycle specific jackets that zippers closed.

**PANTS:** A sturdy denim jeans with no holes or rips (minimum acceptable standard).

**GLOVES:** Must be leather or motorcycle specific textile gloves, with no parts of the fingers or hands exposed. Gloves must cover the wrist.

**BOOTS:** Must cover the ankle, with low or no heels and a shallow forefoot area to facilitate gear shifting.

**RAIN GEAR:** Courses run rain or shine. Waterproof gear is optional, but recommended in the event of inclement weather.

**INITIAL:** .....

**AGREEMENT BETWEEN INSURANCE CORPORATION OF BRITISH COLOMBIA AND  
MOTORCYCLE SKILLS ASSESSMENT FACILITY REQUIRES THAT FACILITY SHALL  
PROVIDE WRITTEN NOTICE TO EACH STUDENT THAT:**

- 5.13.1. Certification by the Facility (MSA, MST) does not guarantee that ICBC will issue an Unrestricted Class 6 or 8 Learner's License.**
- 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.**
- 5.13.2. 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.**

**PARTICIPANT'S NAME (please print): .....**

**PARTICIPANT'S SIGNATURE: ..... DATE: .....**

**PARENT SIGNATURE (if student is minor): .....**

**Please initial all the pages in spots provided.**