

AAPEX DRIVING ACADEMY CONSENT FORM

This form must be signed by both the student and parent/legal guardian (if under 18 years of age) to ensure both parties understand the following policies and procedures. If over 18, applicant's birth date should be placed in lieu of parental signature.

IN CLASS

1. All in class hours must be attended/students must bring their Drivers Handbook to each session.
2. In case of missed classes, it is the student's responsibility to call the office and arrange a make up date.
3. Any fees outstanding must be paid on the last class in session.
4. The course and all in car lessons must be completed within 1 year from the start of the program. MTO rules stipulate that the certificate is null and void. Rights to any remaining instruction will be forfeited.
5. 3 tests will be given. Students must obtain at least 70% average to pass the in-class.
6. Cell phones are not permitted during class.
7. HST COMES INTO EFFECT JULY 1ST. Please be aware that all instruction completed after such date will be subject to the additional tax (payable upon delivery of service).

IN CAR LESSONS

1. Students will receive a temporary driving schedule near the last day of in class.
2. It is the student's responsibility to find the instructor for pick-up locations such as school, work or home; please check parking lots carefully.
3. The student and the instructor will each honor a 15 minute grace period should either be late. If the instructor is more than 15 minutes late, the student must call the office. This will avoid any confusion and discrepancies.
4. To cancel or change lessons, please note our 48 hour cancellation policy. It is the student's responsibility to contact the office. An answering service is available after business hours for your convenience.

ADDITIONAL CHARGES

An additional charge of \$29 per hour will be enforced should the following occur:

- Lessons are cancelled without 48 hours notice
 - The student does not have their G1 license
 - If the student does not arrive within the 15 minute grace period
5. ALL LESSONS ARE SUBJECT TO CHANGE. The office will notify you of changes as soon as possible. This may occur from time to time as our vehicles may need servicing. It is important to note that the main reason for change occurs when a student requests the car for their road test. Road tests are given first priority for time available. Please note that the same consideration will be applied for your appointment date. YOUR CO-OPERATION IS GREATLY APPRECIATED.
 6. Each lesson emphasizes new skills that require practice — we recommend a minimum of 2 hours practice for every 1 hour taught by the instructor. The more practice a student receives, the more aspects we can add to the program.
 7. Students will be given a driving test on their last in car session and must obtain 80% to qualify for MTO certification.
 8. Use of cell phones is prohibited during in car lessons.

CERTIFICATION

Upon completion of the in car portion of the program, Apex will contact the MTO. At such time the student completion information is entered into the Ministry's database. The certification is linked to each applicants Drivers License.

FOR INSURANCE:

Students wanting proof of course completion for insurance purposes must obtain their Driver License History (DLH). This is done, by request, by the applicant at your local plate issuing office (\$12).

I have read and understand the above policies and procedures. Furthermore, I authorize Apex Driving Academy to release the applicant's information to the Ministry of Transportation and the Insurance Bureau of Canada.

Please bring signed form with you on the first in-class session, with a photocopy of your G1 attached.

Applicants Name

Date

Parent/Guardian's Name

Date

Applicants Signature

Parent/Guardian's Signature