

**LEN'S DRIVING SCHOOL**  
**10 Peter Street North**  
**Orillia ON L3V 4V7**  
**Tel.: 705-325-0011**  
**E-Mail: [lensdrivingschool@bellnet.ca](mailto:lensdrivingschool@bellnet.ca)**

**Policy Statement:**

1. Course Requirements:

- **Full attendance at all 8 classroom sessions.** If a session is missed you may make it up in a following scheduled course.
- Completion of all 10 in-car lessons and any extra lessons if needed.
- The following homework **must be handed in:**
  - a) All six Homelinks
  - b) In-car Survey
  - c) Project

Homework will be collected in-class at the end of session eight and is to be initialed by the student when collected or can be handed in to your in-car instructor and initialed by the student. **Failure to do so may result in cancellation of the Road Test** if you have not had your G1 for over a year. Road Tests must be cancelled 48 hours in advance or a \$40.00 cancellation fee will be owed to Drive Test.

2. The course will take an average of 4 months to complete due to volume of business, availability, no shows and cancellations.
3. Once an in-car lesson has been booked for you, it is your responsibility to be available at the time and location previously arranged with your instructor. If unforeseen circumstances arise (i.e. sickness or emergency family matter) and you miss your lesson, you will not be charged. If you need to cancel a lesson for any other reason you must contact your in-car instructor or the office at least 24 hours prior to your scheduled in-car lesson. Failure to do so will result in a charge of \$20.00 per one hour lesson missed. The charge for missed lessons must be paid within the next 1-2 lessons.

If you are cancelling, please call the office at 705-325-0011 or your instructor's cell #705-896-5793. Please clearly leave your **full name**, phone number, date & time of your call, and the date and time of your lesson to be cancelled. If you do cancel a lesson, that lesson cannot be booked until there is an available time slot with your instructor's schedule (this could be several weeks from the original scheduled date).

Please keep in mind that we do have a high volume of students at all times and if you miss a lesson for any reason, that is time someone else could have been utilizing. Unfortunately if we are experiencing a large volume of cancellations or no shows from a particular student, it will be necessary to postpone all future in-car lessons until the student's timetable allows us to proceed with the course.

4. We have been experiencing an ever increasing problem with cheques being returned by the bank marked NSF. Unfortunately for this reason we are no longer taking cheques for in-car lessons. Cheques are accepted at the time of course registration but only cash will be accepted for in-car lessons.
5. All in-class and in-car lessons must be completed no later than one year from starting date. It is the responsibility of the student to phone the office at 325-0011 to finish the lessons and any missed classroom sessions. Please phone a minimum of 2 months before the year is up. The Ministry of Transportation accepts no excuses for being over the year.
6. Electronic devices of any kind; i.e. cell phones are not allowed in class or in car. If brought to the class and are used the student will be asked to leave. Cell phones are a distraction in the car and in the classroom. There is a zero tolerance policy for text messaging in class.
7. Refunds are not available; however, in unforeseen circumstances and at the discretion of Len's Driving School, if the full course fee has been paid in advance, the unused portion may be refunded.
8. Driver's license history provides proof of completion and graduation from a BDE course. You may be eligible for an insurance discount. These are issued at the train station on Front Street (Service Ontario). The student must go in person with their license. There is a Ministry of Transportation fee of \$12.00. Please allow 2 to 3 days after the course has been completed before picking up the certificate in order for the information to be entered into the system and processed.
9. If under the age of 18, please have your parent/guardian sign this form and return to Len's prior to the beginning of your first in-car lesson.

Thank you for choosing Len's Driving School.

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Student's Name (please print)

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Parent/Guardian (please print)

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Student's Signature

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Parent/Guardian Signature