



The Cowichan School of Motoring proposes to provide driver's training to the students of Shawnigan Lake School.

THE GRADUATED LICENSING PROGRAM \$987.55
 (includes \$855.00 fee, \$85.50 fuel surcharge, 47.05 GST)

ICBC approved, this course will reduce the "Novice" stage of the licensing process to 18 months (from 24 months), if the driver stays accident/violation free in that time period. On completion of the course, the driver may be eligible for 2 Graduation Credits.

DEFENSIVE DRIVING CLASSROOM THEORY 18 hours

January 10, 2010

Classroom work	09:00 am – 10:30 am (with a short break)
Brunch (with the School)	10:30 am – 11:30 am
Classroom work	11:30 am – 4:00 pm (with a short break or two)

January 17, 2010

Classroom work	09:00 am – 10:30 am (with a short break)
Brunch (with the School)	10:30 am – 11:30 am
Classroom work	11:30 am – 4:00 pm (with a short break or two)

January 24, 2010

Classroom work	09:00 am – 10:30 am (with a short break)
Brunch (with the School)	10:30 am – 11:30 am
Classroom work	11:30 am – 4:00 pm (with a short break or two)

DEFENSIVE DRIVING PRACTICAL BEHIND THE WHEEL EXPERIENCE 15 hours

Each student will have 15 hours of in-car training. This will be scheduled with each student individually and conducted in 2 hour blocks on Sundays.

STUDENT'S REQUIREMENTS:

- Each student must have his or her Learner's License in order to register for the course.
- When in-car lessons are scheduled, students must attend, as rescheduling will be very difficult.

Please note: *If the student has had his or her 'L' for nearly a year, then he or she will not be signed up for the GLP program. This program is intended for those who have only had their learner's license for a short period of time.*



C O W I C H A N
SCHOOL OF MOTORING, INC

HEAD OFFICE

#8-6961 Trans Canada Highway / Duncan, BC V9L 5T5
Phone: (250) 748-1241 Fax: (250) 748-1063 Toll Free: 1-800-327-1977
Website: www.csm1977.com / Email: csm1977@shaw.ca

STUDENT ENROLLMENT AGREEMENT

CLASS 5, 7, GLP, Senior, Individuals

SURNAME: _____ FIRST: _____

PREFERRED NAME _____ BIRTHDATE: (YR) _____ (M) _____ (D) _____

ADDRESS: STREET _____ SEX M F

MAILING (IF DIFFERENT FROM ABOVE) _____

CITY: _____ PROV. _____ POSTAL CODE _____

PHONE # _____ CELL _____ EMAIL _____

SCHOOL _____

LICENCE # _____ ISSUED _____ CLASS _____ RT Eligible _____

NAME OF COURSE OR LESSON TYPE: _____

START DATE: _____ END DATE: _____

Option #1 FULL PAYMENT: COURSE FEE: _____
GST: _____
TOTAL: _____

Option #2 PAYMENT PLAN:
Deposit 1/3 _____ Date Due _____
Payment 1/3 _____ Date Due _____
Payment 1/3 _____ Date Due _____

Visa Mastercard

Card Number _____ Expiry _____

Signature _____

STUDENT'S RESPONSIBILITIES

- Obtain Learners Licence before registering
- Pay all fees that are required by the Motor Vehicle Branch.
- Attend all scheduled appointments arranged with CSM to complete course content. All lessons must be taken in order for student to receive all documentation on completion of training.
- If student does not have the required 60 hrs (includes CSM lesson time) and has not provided a log sheet on the second to last lesson, a declaration of completion will not be issued, road test will not be booked until the log sheet has been provided.
- GLP students must attend all theory classes and behind-the-wheel lessons contained in the GLP package to obtain reduction in waiting time and 2 credits. Any lessons missed must be replaced with additional paid lessons.

STUDENT'S DISMISSAL POLICY AND PROCEDURE

If any student enrolled with CSM displays inappropriate behaviour or acts in an unsafe manner that is detrimental to any Employee or other students taking training with CSM, the President or representative has the right to dismiss the student.

Refund Policies Shall Be Strongly Enforced

CSM HAS THE RIGHT

- To charge for training should student not arrive for scheduled training without giving 48 hours notice.
- To charge for training if the student arrives without Learners Licence.
- To charge student for missed or forfeited lessons.
- To cancel the Road Test if the Instructor feels the student is not ready to take the final exam.
- To reschedule Theory classes if not enough students are registered.

DISPUTE RESOLUTION POLICY

- The President or Representative will review all complaints.
- The President or Representative shall request written submissions from all parties concerned with the dispute.
- The President or Representative shall review submissions and conduct the necessary investigation.
- The President or Representative shall provide a written decision outlining the justification for all decisions to all parties involved in the dispute.

CANCELLATION & REFUND POLICIES

- All cancellations must be in writing
- No refunds shall be issued until written explanation has been received by CSM.
- CSM shall charge \$100.00 GLP cancellation is BEFORE training starts.
- CSM shall charge \$100.00 plus training taken when cancellation is AFTER GLP training has started.
- CSM shall charge \$48.00 plus training taken when Individual Lesson cancellation is AFTER training has started.
- Training is valid up to a **year** from date of registration

RESCHEDULING POLICIES

- **48** hour notice must be given during office hours Monday to Friday or lesson will be forfeited.
- Week-end changes, notice must be given by noon Thursday or lesson will be forfeited.
- Missed lessons under this policy may be rescheduled at an additional cost for the lesson.

COLLECTION OF PERSONAL INFORMATION:

CSM requires the personal information requested in the form to establish your account, enroll you as a student and provide driver training, and to comply with Division 27 of the Motor Vehicle Act as required of all BC Licensed Driving Schools with I.C.B.C. Your Information will only be shared within this Institution, and with I.C.B.C. and Driver Services.

By Signing below, I indicate that I have read, understand and consent to all the above.

Student Signature _____ Date _____

Parent's / Guardian Signature (if student is a minor) _____

Parent's / Guardian Print Your Name _____

CSM Signing Authority _____