

 <p><b>Cochrane Driving Academy Ltd.</b> Teaching Skills for Life</p>	<p>Office/Classroom Address: 7-214 Grande Blvd W, Cochrane, AB, T4C 2G4</p> <p>Mailing Address: Box 724, Cochrane, Alberta, T4C 1A8</p> <p>Tel: 403-851-6888</p> <p>Email: <a href="mailto:info@cochranedrivingacademy.com">info@cochranedrivingacademy.com</a></p> <p>Website: <a href="http://www.cochranedrivingacademy.com">www.cochranedrivingacademy.com</a></p>
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RESPONSIBILITIES OF THE COCHRANE DRIVING ACADEMY LTD:

1. The Academy will provide training in a timely and professional manner.
2. The Driver Training vehicle will be clean and in good running condition. The vehicle will have a valid license plate, registration and insurance.
3. Your driving instructor is licensed by Alberta Transportation and will produce his or her instructor's license and operator's license upon request.
4. If the Academy has to cancel a lesson due to instructor illness, vehicle break down, etc., every effort will be made to accommodate the student and to reschedule the lesson.
5. An in-vehicle report card/student summary with a detailed evaluation will be completed by the instructor and explained at the completion of each lesson.

RESPONSIBILITIES OF THE STUDENT:

1. The student must possess, at minimum, a class 7 Alberta license and have the license in their possession during all in-vehicle training.
2. A student who attends a course that offers a **Driver Education Course Completion Certificate** must have the required minimum hours of training for the specific course and must pass the applicable examination/performance evaluation before they can receive the certificate.
3. Any acts of negligence on the Student's part that result in damages or fines will be the responsibility of the student.
4. Learning to drive must be taken seriously. Students are expected to give best efforts during classroom and in-vehicle lessons. Unacceptable behavior (drinking, drugs, swearing, continually being late, etc.) will not be tolerated and the Academy may discontinue the lesson at the Student's expense.
5. During a Driver Training lesson, in-classroom or in-vehicle, all electronic communication devices (e.g., cell phones) are not to be used by the student.

6. All training must be completed within 12 months of registration date.
7. Cancellation of lessons must be made at least 48 hours in advance of the start of the lesson time. Cancellations made within 24-48 hours of the lesson time will be subject to a cancellation fee of \$85. If a lesson is cancelled within 24 hours of the start of the lesson time, or if an instructor attends the pick-up location and the student is not available for their lesson, the lesson will be forfeited. Students are responsible for cancelling their own lessons by logging into their student portal. Please do not leave a voicemail to cancel your lesson as we are unable to relay this information to our instructors outside of our office hours.
8. If a refund is requested within 48 hours of registration, an administration fee of \$85 will be applied prior to a refund being issued. Refunds will not be issued after 48 hours of registration, or once a student has started any part of their course. Refund requests must be made in writing and sent to [info@cochrane-driving-academy.com](mailto:info@cochrane-driving-academy.com). Once a refund has been approved, refunds may take up to seven business days to be processed.
9. The front page of our website is updated regularly to show lesson availability. As our system requires payment to be made before students have access to the lesson schedule, if you have specific questions or requirements regarding availability, please contact our office prior to making payment. After payment has been made, if you do not see availability for the period shown on our website, please contact our office as sometimes our administration will have lessons that have not yet been added to the system.
10. We pick-up and drop-off at all Cochrane residential, business and school locations. Our pick-up locations for students residing outside of Cochrane are: Cochrane Driving Academy office in Cochrane; RockPointe Church hwy 1A; Petro Can Station at Hwy 22/Hwy 1 (turn off on hwy 22 slip road); Shell Gas Station on hwy 22 north (Big Hill Springs). Pick-up and drop-off at home addresses outside of these locations can sometimes be accommodated, but only after prior discussions with our administration. Please contact the office prior to booking if these circumstances apply to you.
11. Our office hours are shown on our website, and we make best efforts to respond to all inquiries within 24-48 business hours.

**I have thoroughly reviewed this document and agree to accept and abide by the rules contained herein:**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academy Representative: \_\_\_\_\_

Date: \_\_\_\_\_