



Short Course Terms and Conditions

Please read the additional short course terms and conditions carefully. I will ask you to sign them (either electronically or in person) to show your understanding of the additional agreements you are entering into by booking a shorter, more intensive course of driving lessons.

1. Definition

- ❖ I teach most students through weekly, fortnightly or lessons without a specific schedule. This allows students to match their personal needs best to their lessons and give good notice of upcoming cancellation or rearrangement of lessons, so that I can use my time effectively. A short course is a series of lessons booked at higher frequency over a week or number of weeks, usually in preparation for a test.

2. Cancellation by the student

- ❖ I ask for 50% payment of the total cost of any short course upon booking.
- ❖ The balance of payment is due no less than 28 full calendar days before the starting date of the course.
- ❖ The minimum notice to request moving or amending any given booked lesson in the course is 28 full calendar days before the date of that specific lesson.
- ❖ A cancellation of booking more than four weeks prior carries a 10% course fee charge.
- ❖ Cancellation between 28 and 15 full calendar days' notice to the start date of the course incurs a 50% charge of the entire booking.
- ❖ Cancellation between 14 and 8 full calendar days' notice to the start date of course, incurs a 75% charge of the entire booking.
- ❖ Any less than 8 calendar days' notice to the start of the course, there is a 100% cancellation charge of the entire booking.
- ❖ **All cancellations must be advised in writing (which can be in the form of a text).**
- ❖ It is the student's responsibility to ensure they receive acknowledgement of the cancellation and confirmation that the cancellation request has been actioned.

3. Cancellation by the instructor

- ❖ I will never cancel your course without very good reason, but some factors are beyond my control, including infection; other illness; dangerous

weather; mechanical problems with the car; or test cancellation or postponement by the DVSA. Please see my general terms and conditions document for further details.

4. Test readiness and attendance

- ❖ If, after the initial driving assessment at the beginning of the short course, I feel that you are not ready for an attempt at your driving test, I reserve the right to not take you to that test.
- ❖ If you need additional tuition prior to the test, I will explain this to you. You will need to be available for the time slots I am available (if any) should you wish to take these driving lessons and continue to test. If you cannot take the required hours prior to your test date, I will not be able to take you for test.
- ❖ If, for any reason, the test cannot take place, the balance of your funds or hours can be used for further driving lessons.
- ❖ The Driving and Vehicle Standards Agency in December 2023 stipulate that you need to give three clear working days to cancel your driving test. They are considering extending this period. You may lose your DVSA test fee if I, as your instructor, say you are not ready for your test dependent on the gap between your first driving lesson and the driving test.

Please sign below to confirm your acceptance of the above short course terms and conditions of service:

Student name:

Student signature:

Legal guardian name (if above under 18):

Legal guardian signature (if above under 18):

Date: