

 <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 licence and operator`s licence 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 when rescheduling the lesson.
5. The driving instructor will give full attention to the student during the in-vehicle lesson. The instructor`s cell phone will be off and may not be used unless the vehicle is safely stopped and the student gives permission.
6. 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 behaviour (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 24 hours in advance, otherwise, a \$65.00 cancellation fee will be charged.
8. The Academy may waive the fee if, in its sole discretion, it determines the circumstances merit doing so.
9. If cancellation of a course is requested within 48 hours of registration, a \$65 cancellation fee 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.

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

Student Signature (if over 18) \_\_\_\_\_

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

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

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