



## POLICY

- 1) 24 hrs. cancellation notice must be given for all scheduled lesson/s or lesson/s will be forfeited.
- 2) No time will be given back to clients for showing up late for their appointed lesson/s.
- 3) Booking and cancellation of all scheduled lessons must be done by Signature Driving School and not the appointed instructor.
- 4) A fee of \$35 will be charged to reschedule a second road test appointment.
- 5) There will be a fee of \$55 to obtain a duplicate 5hr. Pre-Licensing Course Certificate.
- 6) All students must assemble at Signature Driving School located at 127-07 Liberty Ave 1<sup>st</sup> fl on the day of their road test.
- 7) If you do not take your road test for any of the reasons listed below the charge for the car and the road test appointment will be forfeited.
  - a. *Failure to bring your learner's permit (PHOTO ID) and your 5 hr. Pre-Licensing Course*
  - b. *Failure to bring your MV-262 CERTIFICATION OF SUPERVISED DRIVING-students under 18*
  - c. *Expiration of your learner's permit.*
  - d. *Failure to bring your eye glasses (if applicable).*

- 8) A. \$35 non-refundable fee applies prior to the rescheduling for each additional road test.
- 9) The charge (\$85) to reserve the schools for each additional road test applies prior to rescheduling.
- 10) Four days' notice must be given for all road lessons, with a grace period of 45 minutes confirm.
- 11) All courses must be completed within 6 months from the time of registration.
- 12) No refund will be issued after expiration date from the time of registration.

#### PAYMENTS INSTALLEMENTS.

For all packages 50% of the cost must be paid on or before the 1<sup>st</sup> lesson.

5 lessons package – remaining balance paid in full on 3<sup>rd</sup> lesson.

10 & 15 lessons packages - remaining balance paid in full on 4<sup>th</sup> lesson.

MANAGEMENT  
SIGNATURE DRIVING SCHOOL INC.

