

# Terms and Conditions

1. **Payments** – Payments must be made at the start of the lesson with cash or prepaid by bank transfer to the instructor. If prepaying for block lessons, they must be used within 6 months of first payment. Any unused lessons will be lost and no refunds made. (in **exceptional** circumstances, a refund may be given less a £10 handling fee and any lessons already taken will be charged at the full hourly rate at time of refund.) **Cheques** – These should be made payable to the individual instructor (with their prior approval) and NOT Caroline's Driving School. If a cheque is returned unpaid, from then onwards cash only will be accepted. No exceptions!
2. **Cancellations** – If you cannot keep your appointment, at least 48hrs notice (**7 days for intensives**) must be given or the lesson will be charged for in full. Occasionally, your driving instructor may have to cancel a lesson at short notice due to unforeseen circumstances. If possible an alternative instructor or car would be sent to do the lesson or the lesson will be rescheduled to a mutually convenient time. If a test has to be terminated due to vehicle breakdown, liability shall be limited to the cost of that test.
3. **Timekeeping** – Students should try to be punctual for lessons. The instructor will only wait for 10 minutes. If the student is late, the time lost will be counted as part of the lesson. If the instructor is late, the lesson will start from the time of the instructors arrival. If the student is a 'no show' the lesson will be charged at full rate.
4. **Driver Packs** – please bring your driver pack to all lessons.
5. **Safety** – If we feel the student is not fit to drive, eg, under the influence of drink or drugs, we will terminate the lesson/test immediately. You must notify your instructor of any change of your ability or entitlement to have driving tuition, for example if your licence has been revoked by a court or for any medical reasons. We will not tolerate aggressive behaviour towards other drivers, ourselves or the DVSA examiners. In these circumstances, the lesson/test will be cancelled and still charged at full price.
6. **Driving Test** – On the day of your practical driving test, you will need to pay for a minimum of 2 hours. (this is in addition to the driving test fee which is paid directly to the DVSA for an examiner to test you) We reserve the right to refuse the use of our vehicle for your driving test if we feel your driving is not to a consistently safe standard. We would normally give you enough notice to change the test date and therefore no loss of money for you. If within 48 hours of your test, it gets cancelled by the DVSA, you will still need to pay us for the 2 hours but you can normally claim most of this back from them.
7. **Mobile Phones** – All students should ensure that mobile phones are turned off before the start of their lesson. Remember it is an offence to use a handheld phone while driving. Instructors will not answer the phone while the training vehicle is moving.
8. **Promotions** – If you prefer your name/photo not to be used for our promotional purposes please tell us.
9. **Recommendations and Testimonials** - If you recommend us you could get paid £10 for each friend as a Thank You! Positive feedback is always much appreciated. This can be done a number of ways, eg Facebook, Twitter or our Blog page at [www.carolinesdrivingschool.com](http://www.carolinesdrivingschool.com) Thank you!
10. **Comments/Complaints** – eg. regarding the conduct of a lesson, the instructor or their car should be made to:- Caroline's Driving School on 07790 178364
11. **DVSA code of practice** - All our Driving Instructors abide by the official DVSA code of practice. [www.gov.uk/adi-voluntary-code-of-practice](http://www.gov.uk/adi-voluntary-code-of-practice)
12. **Data Protection** – Any personal information we hold is only for the use of Caroline's Driving School and their franchisees and for the booking of tests. We do not pass your information to 3<sup>rd</sup> parties for marketing purposes. Your personal information will only be held for a reasonable amount of time. Please refer to our website for our privacy policy.

I declare my licence is valid and true and I am legally entitled to drive

Name: ..... Signed: ..... Dated: .....

Address: .....

Tel:..... Mobile.....

Email:..... Licence Number.....

Theory Certificate?..... Date of Birth:.....

Eyesight ok?..... Glasses/contacts.....

