

AAPEX DRIVING ACADEMY CONSENT FORM

This form must be signed by both the student and the parent/legal guardian (if under 18 years of age) to ensure both parties understand the following policies and procedures. **If over 18, the applicant's birth date should be placed in lieu of parental signature.**

IN CLASS

1. All in class hours must be attended. Missed classes must be made up before moving to the next class.
2. In case of missed classes, it is the student's responsibility to call the office and arrange a makeup date.
3. **Any** fees outstanding must be paid on the last class in session. All payments are final and there are no refunds.
4. The course, all in car lessons and homelinks **must be completed within 1 year from the start of the program.** MTO rules stipulate that all applicants **MUST** complete and pass 20hrs in-class (or 100% Elearning), 10hrs on road, and all Homelink assignments
5. Please note that rights to any remaining instruction with Aapex will be forfeited after one year.
6. Three (3) tests will be given. Students must obtain at least 70% average to pass the in-class.

IN CAR LESSONS

1. A user name/password will be sent to the student, giving complete access to their AAPEX student portal. Here they can upload required documents and view all driving appointment details.
2. All communications regarding scheduling will be done through **email and the student portal.** Let it be understood that it is the student's responsibility to monitor their student portal for any booked or updated lessons.
3. **NOTE:** There is a strict 48-hour cancellation policy to cancel/change appointments. Students must call the office and leave a message - calls are recorded and time stamped. Please be aware that cancelling booked lessons may delay students completion date.
4. There is a 15-minute grace period to be honoured by both the student and the instructor. It is the student's responsibility to find the instructor for all pick up locations. The student must call the office if the instructor is more than 15 minutes late.

ADDITIONAL CHARGES

An additional charge of \$40 per hour will be enforced should the following occur:

- The student does not have their G1 license with them
 - If the student does not arrive within the 15-minute grace period, or cancelled without 48 hours notice
5. LESSONS ARE SUBJECT TO CHANGE by the school/instructor. We do our best to notify you of changes ASAP. This may occur due to mechanical issues and/or Road Test Rentals.
 6. **Each lesson emphasizes new skills that require practice - we recommend a minimum of 2 hours practice for every 1 hour taught by the instructor. The more practice a student receives, the more aspects we can add to the program.**
 7. Students will be given a driving test on their last in-car session and must obtain 80% to qualify for MTO certification.
 8. Use of cell phones is prohibited during in car lessons.
 9. Car rental on the day of the road test is **NOT** included in the program fee.

**** FOR INSURANCE / CERTIFICATION ****

Please allow a *minimum* of 5 - 10 business days upon receiving all required submitted paperwork

Upon successful completion of the program (after G1, CONSENT FORM, & HOMELINKS have been submitted), AAPEX Driving Academy will register the student's information online with the MTO's website for CERTIFICATION. Once certification process has been completed with the MTO, AAPEX will email the student with a completion letter.

Students requiring proof of completion (for insurance purposes) must visit their local SERVICE ONTARIO to obtain their **Driver's License History (DLH)** - student must be the one requesting it. Ministry Fees Apply.

I certify that the information provided to AAPEX Driving Academy is accurate, and consent to the release of any of the said information to the Ministry of Transportation, Insurance Bureau of Canada, the MTO Course Inspector, and CAA Niagara. Furthermore, I understand that by providing my information I am consenting to receiving future communications from AAPEX Driving Academy and CAA Niagara.

Applicant's Name

Date

Parent/Guardian's Name

Date

Applicant's Signature

Parent/Guardian's Signature

I acknowledge that by typing my name electronically, I authorize it to be used as my signature

PLEASE UPLOAD SIGNED CONSENT & G1 LICENCE (IF APPLICABLE) TO YOUR AAPEX STUDENT PORTAL