

## Global Driving Academy Policy

Global driving academy Ltd is licensed as a driver training school under the [Motor Vehicle Act of British Columbia division 27](#). Global Driving Academy comply with every aspect of the Code of Conduct.

### Fees:

- The fees for individual driving lessons will be **135.00\$** for the 90 Minutes Lesson. (85 Minutes Behind the Wheel) One and Half Hour driving lesson will be 90 Minutes in duration. The pickup and drop off time is part of the 90 Minutes driving lesson.
- Road test and lesson plan One: **200.00\$** include pickup, a 60-minute warm up lesson, the use of the school car for a scheduled road test, this package is exclusively to students who completed at least one 90 Minutes lesson with our academy and limited to ICBC location of Point Grey area in city of Vancouver only.

All the above-mentioned prices are subject to **5% GST**.  
Prices are subject to change without notice.

### Cancellation, Rescheduling, Late-Shows, and No-shows

- If you wish to cancel or reschedule a driving lesson, we require at **least 48 hours' notice**.
- If you cancel the lesson within less than 48 hours 'notice, you will be charged \$40.00 plus GST to reschedule the lesson.
- If you cancel the lesson within less than 24 hours before your scheduled class you will be charged the full value of the lesson and there will be no refund for that lesson. (lesson forfeited)
- Lesson rescheduling (before more than 48 hours) is limited to **two times with no charge**; the academy will not be able to accommodate more than **two** rescheduling requests, and you must attend the lesson at the previously scheduled time. After the second request for rescheduling, the student will be charged \$40.00 plus GST for each lesson.
- If the instructor arrives at the student's location and the student does not show, the lesson is forfeited, and there will be no rescheduling or refund of the lesson fees.
- If you are within **10 minutes** late, you will receive the balance of your scheduled lesson and charged for the full lesson.
- If you are late beyond **15 minutes**, the instructor will leave and you will not be refunded for the lesson.
- Please do not book a driving lesson if you don't know your schedule far in advance.
- We reserve the right to cancel any lesson, including a road test appointment, for any reason. All unused time, less any late fees, will be refunded.

### Refunds:

- There will be no refund for driving lessons or road test sessions that have taken place.
- Refunds will be paid for unused lesson(s) provided notice is received by the academy **48 Hours** prior to the scheduled lesson(s). The cancellation fee will apply to refunds requested within **48 hours** of a scheduled lesson.
- Refund Processing fees of **35\$** will be applied on any refund.
- For refunds, lessons used will be charged at the individual driving lesson rate of **135.00\$** for 90 minutes lesson.

### General requirements and procedures:

- Students must present a **valid British Columbia Driver's Licence** or Driver's Licence, including a foreign driver's licence with a **BCDL number that has been issued by ICBC**. During the driving lesson, students must keep their licence on them at all times. Each student must have a valid current British Columbia driver's licence number in order to attend our programme. You will not be able to drive our academy cars if you have a licence from another country that is not recognised by ICBC. This will ensure that our vehicles are covered by full insurance coverage of \$3,000,000.
- **No lesson will be delivered without providing the driver licence.**
- All students have to be registered and paid in advance and no latter than the first lesson.
- Students are expected to complete their packages with-in six months from the day of registration.
- All lessons will be individual, one-on-one, unless both the instructor and student agree to additional person being in the car, and their reason for being there. There will be a maximum of three people in the vehicle during the student's lesson time; one will be observing from the back seat.
- No refund or lessons will be given for incomplete courses after six months. Ideally, minimum of one lesson per week will be expected from all students. Appointments will be booked at first come basis.
- The Academy may cancel your schedule appointment for any unforeseen circumstances. For example, instructor being sick, car breaking down or poor road conditions. Students will be notified as soon as possible. The lesson will be rescheduled.
- I grant my consent for the Academy to utilize my contact data (E-mail, address, and phone number) to communicate with me.
- The academy can cancel your lesson with **NO** refunds, if the student is suspected of being under the influence of Alcohol, drugs or using foul, abusive or aggressive language.
- Our academy policy is subject to change at any time without prior notice.