



TERMS AND CONDITIONS (PDI Training)

1. Your ("the trainee") application to be considered Instructor Training Course is deemed as acceptance of all terms and conditions relating to the course. Acceptance onto the course can only be achieved by agreeing to the payment of the required course fee.
2. If we have agreed to take a partial payment to commence your training this will only gain you access to elements that are covered by your payments. In order to continue training, payments will need to be up to date.
3. Refunds policy: When an unfavourable DBS (Disclosure Barring Service) check is received, and the DVSA (Driving & Vehicle Standards Agency) deem you to not be 'a fit and proper person to be a driving instructor' then a refund of your training fee minus an administrative fee of £200 will be paid. This is dependent on you not making any deliberate false statements in the DBS application and not as a result of any action by yourself after commencing the course. If a candidate withdraws from the course for any other reason than stated then **no refunds** will be made available and the candidate will still be liable for any outstanding payments due for the remainder of course. **If you fail to progress to Part 2 or Part 3 you will not be entitled to a refund.**
4. A minimum of 48 hours notice must be given to your instructor if you need to cancel or reschedule any Part 2 or Part 3 lessons. Failure to do so will incur the loss of the length of the booked lesson from your remaining balance of hours.
5. It is your responsibility to apply for the DBS check, to pay for all attempts at the DVSA ADI qualifying exams and, upon successful completion, the fee required to be placed on the DVSA ADI register. Telephone and online support will be available for Part 1 but it is the responsibility of the candidate to study and prepare for this exam.
6. If you are unable to use your own vehicle on any Part 2 or Part 3 test, with sufficient notice, a suitable vehicle will be made available to you at the cost of £80.00 per test. The vehicle supplied must be paid for in advance and the charge is in addition to, and not part of, the course costs.
7. It is fully your responsibility to arrange for the provision of a 'Pupil' for the purpose of the DVSA Part 3 test. Any additional costs incurred by choosing to take a trainee licence and trainee franchise are your responsibility and separate from this agreement.
8. Training will be provided by ORDIT registered trainer Mr L Currie DVSA ADI.
9. In-car Part 2 and Part 3 training is provided up to a maximum of 40 hours per month. Tuition will be delivered on a 1:1 basis and will take place at pre-agreed locations from our list of 'local bases'.
10. You must successfully pass Part 1 (Theory & Hazard Perception Test) and have commenced Part 2 (Driving Ability Test) before being able to book any Part 3 lessons. The Part 1, 2 and 3 tests are external and conducted by the DVSA. They are to be booked by yourself and are not part of the course. A copy of test certificates must be provided when/if requested.
11. You must complete all training within 24 calendar months from the date of your initial course payment. Any training not taken at this point is then deemed to be have been forfeited with no refund.
12. You have the right to cancel your training programme without additional charges at any time within the first 14 days after making your initial payment. All cancellation requests must be made via email to support@teach2drive.com and all materials provided must be returned within 14 days of making your cancellation request.
13. You will be sponsored for the **Trainee licence scheme** by Teach2Drive and as required by DVSA will work from the teach2drive establishment as stated on the trainee licence which is issued for 6 months. Sponsorship is a nominal fee of £100 per month paid by direct debit. Assistance in acquiring learners will be provided and ongoing unlimited support. You must display a roof sign with TEACH2DRIVE and your mobile number visible from front and rear. Your trainee license must be on display during all lessons. Once on the Trainee Licence you are required by the DVSA to complete a further 20 hours of training within the first 3 months of the licence. You are advised not to "work" more than 20 hours per week in order to give yourself sufficient reflection and study time.
14. Complaints procedure: If at any time during your training you are dissatisfied with the quality of the training or any aspect of the course, an initial complaint should be made in writing to MR L CURRIE.

Trainer Signature

Student Signature

Date