



Full Name & Title			
Address			
Postcode		Signature *	
Date of Birth		Date	
Daytime Telephone Number			
Evening Telephone Number			
Mobile Number			
Email Address			
Pick up address			
(home-work-other)			
Driving Licence Number			
Licence Issue & Expiry date			
Eyesight Check	Ok <input type="checkbox"/>	Glasses worn	<input type="checkbox"/>
Special Requirements (e.g. Test Centre/ Course Details/ Disabilities/ Special Needs)			
Please can you let us know where you obtained our contact details from, for example: <i>Our web site or another web site, yellow pages or a recommendation from a friend</i>			
Theory Test			
Booking Number:	Time:	Date:	
Cancellation Date:		Pass Certificate Number:	
Practical Test			
Booking Number:	Time:	Date:	
Cancellation Date:			
Theory Test Results			
Mock Test Results			
Practical Test Results			
For office use below			
Course Details (price, lessons, payment)			
Account			
Instructor			

** This contract is subject to Coles Driving Academy terms and conditions, as printed overleaf. By signing the above, you confirm that you have read, understand and agree to those terms and conditions. Please do not sign until you have read overleaf, a copy of these can be found on our website.*



Coles Driving Academy instructors are self-employed franchisees
The contract between the instructor and the client is subject to the following terms and conditions

Voluntary Code of Practice

Coles Driving Academy follows the DSA & DIA code of practice for driving instructors. If you require a full copy of this code please ask your driving instructor. If you have any cause for complaint please speak to your driving instructor, then owner of Coles Driving Academy. If you are still unhappy then the code of practice will give you information regarding the next step to take.

Payment & Methods of Payment

The driving instructor shall provide you the client with driving tuition at the rate per hour as per the standard price list. Payment for tuition should be made in advance by cheque either direct to Coles Driving Academy or to the instructor, alternatively the client may pay the instructor in cash at the commencement of each lesson again payment should be in advance of lessons. Coles Driving Academy cannot accept any responsibility for any payments of cash made, or cheques made payable, to the instructor.

Where an intensive course or discounted block booking has been booked, a deposit of £50 is required with the balance to be paid 10 working days before the day of the first lesson. Please note that all fees paid to Coles Driving Academy for lessons and courses are non-refundable in the event that you decide to cancel the course or lesson. Coles Driving Academy will however give a full refund if we are unable to meet any special requirements that have been noted on the booking form. All block bookings or gift vouchers will have an expiry date of six (6) months from date of purchase, unless agreed otherwise in writing. See price list for other conditions regarding prices. Coles Driving Academy reserves the right to adjust the cost of training without prior warning.

Lesson cancellations

Lesson cancellations can only be made by the client directly with the instructor at least two working days (excluding Saturdays, Sundays and Bank Holidays) prior to the commencement of the lesson, otherwise lesson fees will not be refunded. It is hereby expressly agreed that this contract is made solely between the instructor, as principal, and the client. In making any bookings, supplying any information or documentation to the client, and processing any payments Coles Driving Academy acts as agents of the Instructor, and accordingly, the client acknowledges that neither party can have any liability to the client in respect of any matter which is subject to the contract between the client and the instructor.

The instructor shall have the right to rearrange any appointment to a time convenient to both parties if the instructor is not available for any reason. You will be notified as soon as possible, and another appointment will be mutually agreed or where possible another instructor supplied.

Lesson Duration

All matters relating to the timing, location and duration of individual lessons shall be subject to agreement between the instructor and the client.

Driving Licence

You must hold a current and valid driving licence, provisional or full and be able to produce it on or before the first lesson and anytime thereafter. You will need to prove your entitlement to drive for insurance purposes before your first driving lesson and your Instructor is required to check your licence details to see the vehicles you're allowed to drive, and to check for penalty points and disqualifications. It is a criminal offence to drive a motor vehicle when you have been disqualified from doing so, or have had your licence suspended or revoked by the issuing authority. Producing a driving licence with intent to deceive is a serious criminal offence, this will leave you liable to arrest and subsequent imprisonment, further disqualification and other criminal sanctions. If your driving licence has been revoked or suspended at any time you must inform us with immediate effect. Your address should be correct and up to date and you should only have one version.

Officially recommended syllabus

Coles Driving Academy follows the officially recommended syllabus as laid out by the DSA.

Information Folder

The information folder and its contents remain the property of Coles Driving Academy and must be produced or returned on request. Contents are thought to be correct at time of printing. Coles Driving Academy cannot be held responsible for errors or omissions. We take no responsibility for the consequences of any such errors or for any loss or damage suffered by users of any of the information published. In the case of web site links, we cannot guarantee that they will work nor responsible for their content.

Car Insurance

The tuition car is fully insured for tuition and driving tests with a reputable insurer, for further details contact your instructor.

Driving Tests

Coles Driving Academy reserves the right in the interest of safety to withdraw the use of the driving tuition vehicle if in the instructor's opinion the client is not ready for a practical test. If you wish to cancel your theory/hazard perception or practical test appointment, you must abide by the cancellations terms set out by the DSA. For full details see your booking confirmation letter or the DSA web site www.dsa.gov.uk The DSA have the right whilst a test is being conducted to have a senior examiner present in the tuition vehicle to ensure the test is being conducted correctly. However, this senior examiner is only watching the examiner not the candidate.

Instructor Checks

The Approved Driving Instructor is checked tested by the DSA; therefore, a representative of the DSA or Coles Driving Academy may be present in the tuition vehicle during lessons. This is a requirement in the interest of our clients to ensure that the instructor maintains a good standard of instruction. He/she will only be observers and the lesson will carry on as normal.