



## **RULES**

- We have absolutely no tolerance for misbehaviour.
- We reserve the right to expel any student who misbehaves and/or is violent to teachers and/or other students.
- No cell phones, MP3 Players, Electronic Games, or Ear buds, in the classroom during lessons
- Respect the rules of the place the lessons are being held at.
- If food is allowed in the classroom, make sure you clean after yourself.
- Water is always allowed.
- Require 80% or more as an in-class mark.
- Full tuition must be paid before in-car lessons.
- A copy of your Driver's License is required for in-car lessons.
- If, for any reason, you need to change your instructors let the office know as soon as possible.
- Require 80% or more as an in-car mark.
- The course must be completed within 12 months from the start date.

**If you have any Questions, Compliments & Concerns please:**

call the Office: 613-413-6699 or Email: [admin@steerngo.ca](mailto:admin@steerngo.ca)



## **Cancellation Policy**

48 hours notice is required for any in car cancellation, if a cancellation is made after the 48 hours mark the following charges will apply:

- 48 to 24 hours notice: \$40 charge
- 24 to 12 hours notice: \$60 charge
- Less than 12 hours notice: \$80 charge (this also includes missed appointments)

Please keep in mind that our instructors are only paid when they teach. Make sure to book your appointment according to your schedules or cancel in the appropriate time so other students can take your place. Cancellations can be done through your instructor, by calling them, or online through the booking system.