



Graduated Licensing Program (GLP) Packages

All GLP Packages include 18 hours Classroom Training, 2 Hours Homework & a Minimum 12 Hours in Vehicle Instruction, plus Use of Car for ICBC Road Test

GLP Bronze:	12 In-Vehicle Hours + Use of Car for Road Test: \$1560 + GST (\$1638.00)
GLP Copper:	14 In-Vehicle Hours + Use of Car for Road Test: \$1760 + GST (\$1848.00)
GLP Silver:	16 In-Vehicle Hours + Use of Car for Road Test: \$1960 + GST (\$2058.00)
GLP Gold:	18 In-Vehicle Hours + Use of Car for Road Test: \$2160 + GST (\$2268.00)

Extra or No-Show Lesson Prices

1 Hour In-Vehicle Lesson:	\$100 + GST
2 Hour In-Vehicle Lesson	\$200 + GST
1 Hour In-Vehicle Warm up and Use of Car for Road Test:	\$200 + GST
Non-Refundable Deposit Fee:	\$120 + GST

Graduated Licensing Program (GLP) Policies

- About Us:** *PG Driving For Life Academy Ltd.* (PGD4LA) is the longest-running Graduated Licensing Program in Prince George, established in 2003. We have over 55 years of combined *teaching* experience.
- Contact:** Our office is at 3735 Christopher Place, Prince George, BC. **Note: No driving lessons occur at this location.** All student pickups are from home, school or an agreed upon location. Contact us at 250-613-5095, info@drivingforlife.ca or access your student portal online anytime.
- In-Car Training:** Students need at least 12 hours of in-car instruction with a PGD4LA instructor, plus an ICBC Road Test with an ICBC examiner. On test day, students will have a 2-hour lesson that includes the ICBC Road Test. We provide a vehicle for the ICBC Road Test in Prince George.
- Classroom Attendance:** Students must attend all 18 hours of classroom sessions located at UNBC to qualify for the Graduated Licensing Program (GLP), plus 2 hours of homework. If you must miss a classroom session, you must make it up prior to taking your road test to qualify for the GLP. PGD4LA is not responsible for a student who fails to attend a classroom session within the time constraints allotted to them.
- Lesson Length:** Lessons are 1 or 2 hours in length. Each lesson includes a minimum 10-minute time for discussion and feedback. On the day of the ICBC Road Test, there is a one-hour lesson prior to testing, a 15-minute period for signing into ICBC, and the Road Test. This constitutes 2 hours of time.
- Lesson Capacity:** Each In-vehicle lesson can have a maximum of three people: the student, the main instructor, and a secondary instructor if needed. Ride-a-longs (where a second instructor sits in as an observer) are rare and must be approved in advance. On road test days, a second examiner may ask to accompany the student, but this can be refused.
- Scheduling:** Students will receive a lesson schedule before their lessons begin. If students book their own road test, they must confirm the time and date with PGD4LA to make sure we can accommodate it. Please note you may have your lessons booked via the Administrator OR through the student portal.
- Student Portal:** Any students accessing the student portal for their lesson information are reminded to read their information carefully and make sure to know when lessons are scheduled. If a student is completing self-scheduling, you have a limited amount of time with which to change or cancel a lesson, otherwise missed lesson fees will apply. We urge students and parents to grant access to the text and email reminders for lessons.



9. **Payment:** Payment for lessons is due when registering or before the first in-car lesson. Accepted methods include credit card, EMT, cheque, or cash. Cheques should be made out to “PG Driving For Life Academy Ltd.” If completing self-scheduling, payment must be made online, prior to booking lessons. The system will not allow for bookings without payment.
10. **ICBC Road Testing:**
- ICBC Road Test Consent** Students must sign a consent form for PGD4LA to book their ICBC Road Test. We’ll provide details about the test and fees to bring on the test day during the last in car lesson prior to the Road Test. If a student fails to bring required ID or fees, we are not responsible and will not cover the fees. Students must pay their own ICBC Road Test fees and/or any outstanding fees they may owe ICBC.
 - Booking A Test:** Once we have booked a Road Test for the student, it will be added to the student’s schedule in the portal, and they can view the appointment.
 - Warm Up and Use of the Vehicle for ICBC Road Tests:** On the day of the ICBC Road Test, there is a one-hour lesson prior to the Test, a 15-minute sign followed by the practical Road Test, licensing and drop off at a pre-determined location. This constitutes 2 hours of lesson time. Should students choose, they can be picked up from ICBC after their road test by a parent or guardian.
 - ICBC Road Test Fees and Info:** The cost to take an ICBC Road Test for a Class 7 driver is \$35 and for a Class 5 driver is \$50. New Licenses can cost \$17 for a license that is due to renew in 6 months or more (Class 5) or \$75 for a new 5-year license (graduating to the Novice or Class 5 License). Students will need to bring secondary ID and to know their security keyword.
 - ICBC Road Test Cancellation:** If PGD4LA schedules a road test, students must give 72 hours’ notice to cancel to avoid a \$25 cancellation fee, payable to ICBC. If students cancel their own test, they need to inform us to prevent a missed appointment fee to PGD4LA.
 - Rebooking Tests:** If a student does not pass their test, they must book a new Road Test and pay the associated fees. If students want to use a PGD4LA vehicle and/or take further lessons, additional fees will apply. We see the same road-testing schedule availability as the public.
 - ICBC Road Testing Readiness:** Instructors can cancel road tests if a student seems unprepared due to missed lessons or other issues. It’s recommended that students have at least 60 hours of practice before testing.
11. **No Show/Late Cancellation:** A “No Show” or late cancellation to PGD4LA includes:
- Cancelling with less than 48 hours’ notice
 - Forgetting required items like a valid driver’s license or glasses
 - Missing an appointment
 - Arriving more than 15 minutes late
 - Changing pick-up locations without enough notice
 - Attending while strongly smelling of scent or smoke
 - Attending a lesson under the influence of drugs or alcohol, or being otherwise unfit to drive
- Instructors will wait 15 minutes before considering a lesson missed.
12. **Missing Multiple Lessons:** If a student misses multiple lessons, we may cancel lessons and/or not provide a vehicle for testing. If a student misses a lesson, they can rebook by paying current lesson prices (\$100.00 for an hour lesson, and \$200.00 for 2-hour lesson or Warm up and Test, plus GST).
13. **Instructor Rights:** Instructors can cancel a lesson if they believe a student is under the influence of substances or unfit to drive. They may also cancel if a student is confrontational.
14. **Lesson Vehicles:** All lessons use PGD4LA vehicles, which are equipped with safety features.
15. **Home Practice:** Practicing at home is crucial for becoming a skilled driver. Students should aim for at least 1 hour of practice each week, in addition to lessons.
16. **Course Completion:** Students must finish the GLP within one year to receive a Declaration of Completion (DOC), which counts for 2 high school credits. The student will receive a blue copy of their DOC on test day. We urge you to keep the DOC where you keep all your valuable documents – this is your only copy. We keep student records for 6 years.



17. **Refund Policy:** After any instruction, a non-refundable deposit of \$120.00 is applied to refunds. Further refunds will be based on how much of the program the student has completed, minus the non-refundable fee. No refunds are given for lessons uncompleted or missed after one year from time of booking. Refund requests must be made via email and may require up to 2 weeks to process.
18. **Classroom Value:** The classroom portion of the GLP Course is valued at \$260.00 plus GST.
19. **GST Refund:** Students can get a GST refund if they provide proof of their high school transcript with the driving school credits after course completion. Please send a copy of the student transcript and the amount you paid in full to info@drivingforlife.ca to have your refund completed.
20. **In-Car Etiquette:** Students should avoid strong scents and smoking before lessons. Please wear appropriate footwear and clothing. Please come prepared to learn.
21. **Photo Consent:** After passing the road test, we may post students' photos online. If a student prefers not to be photographed, they should inform their instructor.
22. **Questions:** If you have any questions, please feel free to email us at info@drivingforlife.ca, or call us at 250-613-5095.

UNBC Financial Award

As a community minded business, we've created a Financial Award with UNBC! This is just one way that we give back to the City of Prince George and our valued students. The award is available for past and current **PG Driving For Life Academy Ltd.** Students who are enrolled in an undergraduate program at UNBC. One award of \$500 will be given per UNBC Awards Competition based on the following eligibility:

Available to a full-time undergraduate student of satisfactory academic standing. Applicants must be past or present students of **PG Driving For Life Academy Ltd.** who have completed 6 or more lessons. If you're interested and fit the criteria, please email info@drivingforlife.ca requesting a letter confirming your eligibility (it will need to be submitted with your application.)

Share with your friends/family who go to UNBC and who took a 6 Lesson Package or more with us, so they can apply!

Check <http://www.unbc.ca/financial-aid> for updated information on when the award applications open!

If you win, we will contact you for a photo opportunity and a chance to brag on our social media page!

Please note: UNBC chooses the recipient of the award.