STEVENS DRIVING SCHOOL
Legon, Accra. kofiinkrumah@icloud.com
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NOTICE TO CLIENTS

1. Each client is expected to complete a minimum of 25 sessions within the training period for Regular or the Express package. 10 theory lessons (1 hour per session) and a minimum of 15 practical sessions. However, clients on the Polishing offer will complete a minimum 18 hours (10 theory lessons and 8 practical lessons).

2. **LATENESS:** Clients should please note that lateness beyond 25minutes into the session allocated to them will lead to their session called off. However, make up sessions will have to be completed within the one-week extension of the training period.

3. **DURATION** Clients on the express and polishing packages have 3-4weeks to complete their lessons and clients on the regular offer has 6-7weeks to complete their lessons.
4. For extension to these durations stated in 3 above, clients will have to notify management by making reasons clear (Subject to acceptance from management).

5. **PAYMENT PLAN**: An initial deposit of 70% of the cost involved for package chosen must be made before training begins. However, **client on the regular package will have up to the fourth week to complete payment whilst clients on the express and polishing packages will have up to the third week to complete payment.**

6. **NO REFUNDS: Payments made to the school is not refundable under any circumstance**

7. Clients will be taken through the training with **both manual and automatic** transmissions. However, clients have the option to go through training with a preferred transmission.

8. Each client will be entitled to reading materials for each theory lesson.
9. The use of mobile phone during active sessions is STRICTLY PROHIBITED
10. The times for the theory session are determined by the school.
    a. For weekdays the theory times are 7-8am, 9-10am, 12-1pm & 4-5pm.
    b. For weekends the theory times are 8-10am, 12-2pm & 3-5pm on Saturdays

    However, practical sessions are scheduled by the school depending on the package and available times on the day of enrolment.

    Switching between schedules for practical sessions is not allowed.
11. **FOOTWEAR**- The use of easy wears and heels for practical sessions is not allowed. Students must always wear sandals or shoes for practical sessions.

DRIVERS LICENSE

1. The license will be acquired **STRICTLY through DVLA only** and clients will have to avail themselves when necessary throughout the process.
2. Clients will be required to meet our Rep at the DVLA with their National ID (Ghana card) or Passport to begin the license process within a week after registration.
    a. The DVLA rep is available from Mondays – Fridays (Excluding Holidays) between 11am – 2 pm each day.
    b. Within two weeks after the biometric registration clients will be given an appointment for the theory test.
3. Clients are required to undergo mandatory eye test after the first stage of the license process *(from 2 above)* has been completed at an approved eye test service provider (See front desk attendant for details). The cost for this mandatory Eye Test (GHC 70.00) is excluded from the cost.
4. Clients will have to **pass both the theory and In-traffic (practical) test** in the license acquisition process.
    a. Prep session for theory test is on Saturdays at 2pm
    b. Prep session for In-traffic (Practical) test is on Saturdays at 12 noon or Thursday s at 2pm
5. Reschedule for theory test can be done 24 hours before the appointment. Otherwise it can only be done at a cost of GHC 55.00

6. The Valid driver's license will first be issued as a **temporary license** (Cover note) before the **card** is issued. This process is controlled solely by DVLA.

7. The license process has a validity period of 6 months and clients are expected to complete the license process within this period. If the process exceeds the stipulated time, clients will have to bear the cost incurred in the license acquisition process.

PICK UP AND DROP OFF

- Clients will be picked up at the forecourt of the TF Hostel or Atomic Junction to the driving school premises and dropped off after each session. However, clients will have to be available for pick up at the pickup times.

- Client will have to call the front desk (**0575521517)** for Pick up

Please do well to follow us on:

Instagram: ***Stevens_Driving_School_GH***

Snapchat: ***stevensdrivingh***

Tiktok: ***stevensdrivingschool***

Complaints, appointment bookings and all reservations must be directed through the following contacts;

Front Desk	**0575521517**
Manager	**0242623899**
Director	**0206837817/ 0242612982**