

Useful Information.

Payment.

Provisional bookings will be accepted in good faith of deposit (£300) or payment in full being made at time of the booking. Receipt of a deposit will confirm the booking; courses may be opened to offer should a deposit not be received within a 5-day period. **All major credit cards accepted.** All courses booked must be paid for in full, 12 clear working days prior to commencement. If your course includes a theory full payment must be made and cleared prior to attending the theory test. Any bookings made with less than 12 clear working days notice of course commencement require payment in full. 3CMT do not accept cheques.

Cancellations and Refunds

A refund will only be given if you cancel your course in writing 12 clear working days in advance, less £100 cancellation fee. Any less notice than this will result in a total loss of the course fee. There will be **no** refund once the course or any part of a course, including the theory test has commenced. Should the customer alter dates within the 12 days cancellation period a charge of 50% of the original total course fee may be payable. (N.B. A working day is Mon – Fri not including bank holidays). Any course booked within the 12-day period, are exempt for any refund, for any reason.

Weather.

On rare occasions training may need to be cancelled due to unsafe weather conditions. Mutually convenient alternative training dates will be offered on these occasions. The customer must meet any test fees. It has been known for the DSA to cancel tests due to poor weather conditions deeming it too unsafe to ride. Alternative test dates are offered in lieu. A fee for bike hire to attend the later test date may be incurred; a claim can be submitted for their discretion for a refund of these fees. Refunds are not normally offered for cancellations due to weather conditions.

Times.

Your training will start promptly at the pre-arranged time. **It is unfair to expect other students wait for you. CBT's start at 08:00hrs**, other training as arranged. You will be notified if any training time's need to be altered. It is imperative to arrive with time to allow you to get ready prior to training. Should you be late, training may be cancelled for that day and the fee forfeited. If you are going to be late, phone 07810 892689 for advice.

Eye Test.

You are required to pass an eye test. The test involves reading a registration plate at a distance of 67 feet. If you need to wear glasses to do this, remember to bring them and they must be worn for remainder of the training. Failure of the eye test will result in training being cancelled.

Clothing.

You must wear clothing that will offer protection against the weather and if necessary abrasion resistance. Consider a heavy jacket, long trousers, gloves and stout footwear. Avoid steel toecap boots. Do NOT attend in t-shirt, sweat shirts, jumpers or shorts or flip flops or similar type clothing. If your instructor feels your clothing is unacceptable your training will be cancelled without refund. From 01 July 2011 the DSA has introduced a minimum standard for training and testing:

As a general guide the following is an indication of the minimum level of clothing acceptable:

- motorcycle boots
- sturdy footwear or boots that provide support and ankle protection
- textile or leather motorcycle trousers
- heavy denim trousers
- heavy denim jacket with several layers underneath
- textile or leather motorcycle jacket
- motorcycle gloves

The following are examples of clothing that are **not acceptable**:

- lightweight training shoes
- canvas basket ball trainers
- any form of clothing with areas of exposed skin
- shell suit or lightweight tracksuit
- distressed ripped jeans
- lightweight fleece or hoody

- no gloves or skiing gloves

Appropriate clothing is your responsibility. 3 CMT does not accept any liability should you attend training or a test and are turned away by the instructor or examiner due to inappropriate clothing.

Booking Forms.

The booking form **MUST** be completed fully and returned at least 1 week prior to course commencement. We cannot organise your theory or practical tests without it and you will be liable for any late charges imposed by the DSA. Failure to return the booking form, correctly completed, does not exempt you from the terms and conditions.

Parking.

Vehicles parked at own risk, 3CMT cannot accept responsibility for vehicles or their contents.

Directions

Go to www.3cmt.co.uk and look on the Homepage.

Royal British Legion, Eversley Road, Arborfield RG2 9PR

Parking is available to the side of the legion. Proceed to the rear car park to liaise with your instructor.

DAS Candidates.

Direct Access customers must liaise with their instructor to confirm training site. If in Sandhurst please park in the main car park on Cambridge Road to the rear of the office address. There are no parking restrictions or charges.

Refreshments

CBT: Please bring your own packed lunch. There will not be time to go to the shops.

DAS: Bring some money for refreshments.

Insurance.

When using a training scheme machine you are covered with fully comprehensive insurance. Any damage to any of the training school equipment caused by the trainee will be liable to a charge of up to £300. This is to be paid in full within 3 days. A copy of the certificate is available to read if required. 3CMT reserve the right to cancel any current or future training, without refund in the event of any accident.

Medical.

It is your responsibility to inform your instructor if you are on any medication or have any medical condition, which may affect your riding. This information will be treated with confidentiality; we are primarily concerned with the safety of trainees, staff and members of the public.

Alcohol and Drugs

It has been known for trainees to attend the course after a night out. Be sensible; do not over indulge in 'sociable' beverages. It takes approx. 2hrs for each pint to clear your system after you stop drinking. I would like you to attend your training fresh and alert. Do not arrive under the influence of alcohol or 'recreational' drugs. Should we be able to smell alcohol on your breath or suspect you are unfit to continue training will be cancelled.

Fatigue

There is a lot to learn during your training which some may find tiring be sensible and have a good rest prior to and between sessions. If you need a short break during training inform your instructor. It is your responsibility, only you will know if you are fit to continue.

On Road Training

Your instructor reserves the right not to take you out onto the road ride. Should the instructor agree to take you on road training, the final decision is yours. Be responsible, if you are not comfortable to go onto the road ride inform your instructor. At no point will you be forced to progress to the on road training. During the on road training you will receive instructions over a radio link, you are ultimately responsible for the control of the machine you are riding and safety of yourself and other road users. You must observe all speed limits and adhere to the rules of the road as laid down in the Highway Code. 3CMT reserves the right not to upgrade DAS course customers to the larger machines if they do not demonstrate appropriate control on the 125cc machine.

Gift Certificates.

We offer gift certificates subject to the following terms and conditions. Certificates are valid for 3 months from date of purchase, unless alternative agreement with 3CMT at time of purchase. A note will be made on the database for future reference. Certificates must be produced at time of booking. Loss or defacing of a gift certificate will void it. Gift certificates are non transferable, nor refundable. Certificates must be paid for in full at time of purchase. We will add a personal message to certificates, subject to content agreement with 3CMT.

Documents.

You are required to have the following documents: **From 08 June 2015 NO other forms of ID will be accepted. Ensure licence is valid. Photo-card type licences are valid for 10 years.**

CBT:

Driving licence.

A valid passport is required, as ID, if using old style licence.

Post CBT training:

Driving licence
DL196 (CBT certificate)
Theory pass certificate
A valid passport is required, as ID, if using old style licence.

Test:

Driving licence
DL196 (CBT certificate)
Theory pass certificate. If attending Module 2 test you will also require your Mod 1 pass certificate.
A valid passport is required, as ID, if using old style licence.

AS OF THE 08 JUNE 2015 WE TO CHECK YOUR PROVISIONAL ENTITLEMENTS ONLINE. YOU MUST INFORM THE OFFICE OF YOUR DRIVING LICENCE NUMBER AND N.I. NUMBER and the DVLA licence check code using the following link:

<https://www.gov.uk/view-driving-licence>

A WEEK PRIOR TO TRAINING TO ALLOW US TO DO THIS. WE CANNOT TRAIN YOU WITHOUT THIS CONFIRMATION. IF YOU DO NOT, ANY COURSE AND TEST FEES MAY BE LOST.

Please be aware that if you fail Module 1 test you cannot sit your Module 2 test. If within 3 clear working days you forfeit the money to the DSA. It is advisable to split the test days.

In addition if using your **own machine:**

Fully road legal (i.e. tyres, road fund licence, road exhaust etc)
MOT certificate (if over 3 years old)
Insurance certificate will need to be brought to training sessions.
Full size 'L' plates must be fitted to both the front and rear of the vehicle.

If unable to produce the required documentation or cannot read a vehicle registration plate you will not be allowed to continue with your training or test and you will forfeit your training and test fee's.

We strongly recommend reading and understanding the **Highway Code** prior to attending any course. All trainees must demonstrate their ability to understand road signs and road markings.

We look forward to meeting and teaching you.

S. McGifford

Stuart M^cGifford.