



Throughout South East England

**DRIVING SCHOOL**

SBC House  
Restmor Way  
Wallington  
Surrey  
SM6 7AH

### **INTENSIVE COURSES Terms and Conditions of Payments**

1. Once your booking has been agreed with a KISS Instructor and dates planned we require a £200 non-refundable deposit to secure the dates agreed. The payment must be made to the KISS office by bank card or by bank transfer within 7 days of agreeing the dates. This means the Instructor will not take bookings for the dates that have been reserved for the course once secured by your deposit.
2. If you are booking a short notice course (less than 7 days from the start date) we require payment of the full course fee and the payment is non-refundable.
3. If you need to change dates that you have agreed we require 6 weeks' notice, otherwise your booking will remain on the dates agreed initially, unless the Instructor can seamlessly move the course to a mutually agreeable date.
4. The balance of the course fees can be paid by any of the following methods and a receipt will be provided in all instances once payment is made.

**Payment to the Instructor in CASH on the first day.**

**Payment by bank transfer to the Instructor at least 1 day before the start date.**

**Payment to the KISS Office by bank card at least 4 working days prior to the course start date.**

**Payment by bank transfer to the KISS Office at least 2 working days before the start date.**

5. Course fees are non-refundable if you are unable to continue a course, as the Instructor will be unable to book other work into the days you have agreed at short notice.
6. We are unable to change the Instructor responsible for your course once your booking has been made and your deposit paid. We do offer a pre-intensive assessment lesson to ensure you are happy with the Instructor, prior to booking the course, and to ensure you have selected the correct course for your requirements. The payment for the pre-intensive lesson is payable direct to the Instructor on the day of the assessment.