

Dear potential participant,

The Ottawa Safety Council is pleased that you have chosen the M2 Exit Motorcycle Course. Attached is the information package that you have requested. It includes information such as:

- Course description
- Course requirements
- rules and restrictions regarding motorcycle licensing
- registration form
- schedule

The M2 Exit course corresponds to the final phase of Ontario's graduated licensing system - your graduation from the M2 to the full M license.

M2 Exit is targeted at experienced riders, who have held an M2 license for at least eighteen months, but not more than 5 years. You should be an active rider, comfortable with real-world riding on streets and highways, as we will be teaching fine points of improving your skills, not the basics of riding in traffic.

For further training, please consider our **Experienced Rider Course**. We offer students currently enrolled in the M2 Exit Course the Experienced Rider course at a discounted rate of \$56.50. Please contact the office for more information.

Please read the following information carefully and follow all instructions.

**The course is filled on a first paid- first served basis.**

**Please note:** Should the registration form not be filled out correctly or fee not enclosed, the processing of your registration will be delayed and you may not get into your preferred course.

If you have any questions, please feel free to contact the office or visit our website at [www.ottawamotorcycle.ca](http://www.ottawamotorcycle.ca).

Yours in Safety,

Ottawa Safety Council  
Suite 105 - 68 Robertson Rd, Ottawa, ON, K2H 5Y8  
Phone: 613-238-1513 Fax: 613-238-8744  
Email: [info@ottawasafetycouncil.ca](mailto:info@ottawasafetycouncil.ca)  
Website: [www.ottawasafetycouncil.ca](http://www.ottawasafetycouncil.ca)

## COURSE TIMES & LOCATIONS

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**LECTURE:** Tuesday evening lecture will take place at *the Ottawa Safety Council's Classroom, 68 Robertson road, by suite 105*. It runs from 6:30 pm -9:30 pm.

**RIDING:** Thursday evening's riding session will take place in an area as designated by your instructor. This will be discussed Tuesday evening. It will run from 6:30 pm-9:30 pm as well.

**TESTING:** Will take place either **Saturday** or **Sunday**, and will consist of demonstrations and instruction. Two students will test Saturday and 2 students will test Sunday. Your test date will be determined, with your instructor and fellow students, on the Tuesday evening lecture. Start and end times may vary due to instructor/student preference but generally the day runs from 8:30am – 4:00 pm.

\*The course schedule may be found on p.6

## REGISTRATION

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**Applicants will be treated on a first paid – first served basis. As there are only 4 spaces per session, please ensure you register as soon as possible and that you are available for your chosen dates!**

Please complete the registration form and either *fax* or *email* it in to us. You may also send it by mail, however it is not recommended as the courses tend to fill very quickly. Please feel free to stop by our office as well, should you wish to pay by debit

Please ensure that you are available to attend all of the dates of the course that you wish to register for!

Full payment is required when the registration form is sent in, and we cannot hold any spots until it is processed. If the registration form is not filled out correctly, or payment information is missing, the processing of your application will be delayed. As well, it is imperative that you write neatly when filling out the forms, if your address or email address is not legible your confirmation package may not make it to you. It is your responsibility to provide us with accurate, legible information.

Once your form is received it will be placed in queue, processed, and you will be booked into a session. Please keep in mind, the high volume of registrations we receive may delay the processing of your form (usually 3-5 days). We will email you once payment is processed and your spot reserved. Should the sessions you indicate be fully booked, we will contact you for alternate dates.

We welcome you to call us to ensure your form was received. We may not be able to answer at that time whether you will make it into your desired course, however.

Three weeks prior to the course, you will receive your confirmation package which will include a waiver and session information. Should your course date be a week away and you have not received a package, please call the office to confirm the session in which you have been placed.

Should, at any time, you have questions regarding the session in which you were placed, please do not hesitate to give us a call to confirm your dates.

How to Pay:

Course fee: **\$522.00** HST included. **\$75.00** *non-refundable* deposit is included in the price. We accept Visa, MasterCard, certified cheques and debit.

Please include your credit card number on your registration form. You may also provide your card number over the phone—please phone in your number upon submission of your form. Failure to do so may result in a delay in processing your registration.

\*For information regarding course switches or refunds, please see p 4.

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## **MTO HANDBOOKS**

The MTO handbooks are **NOT** required for the course.

The OSC is an authorized distributor of the MTO Driver and Motorcycle Handbooks. If you require one or both of these, please indicate this in the space provided on the registration form. We will mail out the handbooks to you once your registration is processed\*. They are \$16.00 each (tax incl.). This will be added to your total course price.

**Please note:** You will need to provide a copy of the MTO Official Motorcycle handbook for the lecture portion of the course. The MTO driver handbook is not required.

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## **WHAT TO BRING / EQUIPMENT**

**Students must provide their own protective equipment and have it available for all practical sessions.** Anyone not properly equipped will not be allowed to take the course. Your equipment includes:

- helmet (DOT or SNELL approved)
- leather, heavy denim, or motorcycle jacket
- pants (jeans) in good condition
- leather boots that cover the ankle
- leather gloves (must cover the entire hand & fingers),
- eye protection (helmet visor preferred. Sunglasses/prescription eyeglasses accepted.)

For safety reasons, students who are not wearing appropriate equipment will not be permitted to ride and will be withdrawn from the course. If students are withdrawn from the course under these circumstances, they will not be entitled to a refund.

For more information on equipment, visit <http://www.ottawamotorcycle.ca/prereq.shtml>.

As well you must provide:

- MTO Official Motorcycle handbook for the lecture component
- Valid Ontario Driver's license or other official ID
- Valid M2 licence
- Valid current motorcycle insurance certificate
- Properly licensed and street legal motorcycle

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## **WAIVER FORMS**

The Ottawa Safety Council will be sending you a waiver form in your confirmation package. You will be required to bring the waiver unsigned to the first night of your course. On the lecture night, you will be

asked to sign the waiver in front of an Ottawa Safety Council representative. If you decide not to sign the waiver, then you will not be allowed to continue with the course and your registration fee will be refunded.

## **OTTAWA SAFETY COUNCIL REFUND POLICY & DECLARATION**

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### **Refund requests must be made through the OSC office.**

- The M2 Exit course fee is \$522 including tax and a \$75 non-refundable deposit. If you cancel for any reason prior to your course, you are entitled to your full refund minus the \$75 deposit. If you cancel fewer than seven days before your course you will forfeit the entire fee. Courses begin on Tuesday.
- **If you take any part of the course and do not complete it, no refund will be given.** *Students that fail to attend any part of the course will forfeit the entire fee.* Attendance of the Tuesday night lecture is mandatory prior to your two practical course days.
- Motorcycling is a sport that requires coordination, multi-tasking, concentration, and balance. It is possible that a student may decide that motorcycling is simply not for him/her or an Instructor might feel that it is in the best interest for the student not to continue for certain reasons. *Although we sympathize with this situation, we cannot offer refunds to students who do not complete or pass a course.* We will do everything we can, however, to help these students overcome their difficulties and continue with their scheduled course, if they wish to continue.
- To *change* your course date, please contact the office at least 5 business days prior. You will be charged a \$25 administration fee for each change, up to 2 changes. *Changes* with less than 5 business days' notice will result in a \$75 administration fee.
- **Full time attendance is mandatory. You must notify the office if you are unable to attend the course. If you are late for any of the sessions, you will forfeit the registration fee.** In order for us to complete all of the required elements; it is imperative that everyone show up on time. We cannot allow you to complete the course if you have missed any of the exercises.

**\*\*Please note that you are required to sign a declaration stating that you have held your M2 licence for the minimum or maximum amount of time. This declaration ensures that all students participating in the M2 Exit course have met with the MTO requirements.\*\***

I, \_\_\_\_\_, do declare that I have held my M2 licence for a minimum of 18 months (with an accredited motorcycle training program) or 22 months (without an accredited training course) and no longer than 5 years. *I understand that if I take part in the M2 Exit course, and have not met these requirements, then I cannot be tested, will forfeit my registration fee, and be required to re-register at full price at such a time when I have met the required time line that has been set by the MTO.*

**Please check this box to indicate that you have read and understand the above declaration.**



**M2 EXIT SCHEDULE 2012**

<b>COURSE #</b>	<b>MONTH</b>	<b>TUESDAY</b> Classroom (6:30pm -9:30pm)	<b>THURSDAY</b> Parking Lot (6:30-9:30 pm)	<b>SATURDAY</b> Test Day (8:30am-4:30 pm)	<b>SUNDAY</b> Test Day (8:30am-4:30 pm)
1	April	24	26	28	29
2	May	1	3	5	6
3	May	8	10	12	13
4	May	15	17	19	20
5	May	22	24	26	27
6	May/June	29	31	2	3
7	June	5	7	9	10
8	June	12	14	16	17
9	June	19	21	23	24
10	July	3	5	7	8
11	July	10	12	14	15
12	July	17	19	21	22
13	July	24	26	28	29
14	July/Aug.	31	2	4	5
15	August	7	9	11	12
16	August	14	16	18	19
17	August	21	23	25	26
18	September	4	6	8	9
19	September	11	13	15	16
20	September	18	20	22	23
21	September	25	27	29	30
22	October	2	4	6	7

We may be able to schedule daytime courses that run from 9am - 5pm during the week. They may be located in the east end should demand require. Please contact us for more information.