

Procedure in the event of non-payment

In accordance with Section 4.77 of the *Detailed Requirements*, all recognized driving schools must pay the applicable rates to the accreditation body for all goods and services provided, as specified in the *Detailed Requirements*. L'Association québécoise des transports (AQTr) can make the recognition and maintenance of a driving school subject to the payment of the goods and services rendered in connection with the *Detailed Requirements*.

On June 3rd 2014, the Driving School Industry Advisory Committee held a meeting at which representatives of the *Société de l'assurance automobile du Québec* (SAAQ), the Driving Schools Association of Québec (DSAQ), ConduiPro, Tecnic and the AQTr approved the document *Classification of the Detailed Requirements According to the Gravity of the Non-Compliance*. This document states that the gravity of non-compliance with above-mentioned Section 4.77 is classified as major. The procedure for handling non-compliances classified as major will therefore be applied in the following manner in the event of non-payment:

- 1- All invoices are issued with a notification requesting payment within 30 days;
- 2- If on day 30 the invoice has not been settled, a second notification will be sent to the school;
- 3- If on day 60 the invoice has yet to be paid, the school will be deemed non-compliant with the *Detailed Requirements*. A notice of non-compliance will be sent to the school requiring it to rectify the situation within **72 hours**;
- 4- Once the 72 hours have elapsed :
 - a) If the non-compliance has been rectified, a notification of compliance will be sent to the school;
 - b) If the non-compliance has not been rectified, the following steps will be applied :
 - The AQTr prepares a detailed report on the driving school, illustrating that the non-compliance has not been rectified;
 - The school's file is transferred to the SAAQ;
 - The school receives a **notification that its file has been transferred** to the SAAQ and all goods and services provided by the AQTr are suspended until the SAAQ renders its decision;
 - The SAAQ's decision is enforced and the provision of goods and services by the AQTr resumes, if applicable.