



## Lesson Program Policies

**Lesson Program:** The PEC Lesson Program is a complete horsemanship program. Lessons may include both mounted and un-mounted curriculum to develop each student's horsemanship skills.

**Communication:** Lessons should be progressive and enjoyable. **Adults**, please tell us; and **Parents**, please ask your child about experiences at the farm. If necessary, communicate the thoughts back to the instructor. If a student is scared or happy or unhappy, we need to know!

Please email [Godscreatures@ProvidenceEquestrianCenter.com](mailto:Godscreatures@ProvidenceEquestrianCenter.com) or phone 239-948-7669 if you have any questions or concerns.

**Payment Schedule:** Tuition is due by the first scheduled lesson day of each month. Until discontinuation of lessons, each student is responsible for equal monthly payments, regardless of holidays and absences.

**Missed Lessons (No Shows):** Sessions are monthly. A student's place is reserved for the session and automatically renewed until discontinuation in writing. They may not be rescheduled. Therefore, **missed lessons may not be deducted from payments**, nor will there be refunds for them.

**Make Ups:** are offered for all holidays and instructor cancellations. **Courtesy Make Ups** will be considered for legitimate absence (illness and/or advance notice vacation) and accommodated based on instructor and horse schedule availability and must be scheduled and completed within 30 days. There are no make ups for make up lessons.

You may choose to cancel your child's lesson as discipline at your expense. No make up will be offered, and may not be deducted from payments.

Weather cancellations will be determined by PEC staff. Lessons are held rain or shine so please do not assume your lesson has been cancelled. Age and level appropriate hands-on horsemanship lessons will be held as required. If you choose not to attend your lesson and it is held no makeup will be offered.

**Tardiness Policy:** Please email or phone if you will be late for your lesson. Lesson time cannot be extended beyond scheduled time.

**Discontinuation Procedure:** We require a 30 day notice when you wish to discontinue lessons. Notice must be given by filling out the discontinuation policy paperwork. This form is available on the website or may be requested in writing.

**Late Payments:** Payments must be received by the first scheduled lesson day of each month. Payments received more than 10 days after the start of the session will incur an automatic \$25 late fee. In addition, finance charges will be assessed for invoices more than 30 days past due.

**Returned Check Policy:** A \$35 fee will be charged for all returned checks. After notification, if there is further disregard of payment, Providence Equestrian Center will file with the County Attorney's office.

**Payment Types:** Cash · Checks · Intuit Online Payment. Checks may be made payable to PEC.

**Refund Policy:** There are no refunds

**Dress Code:** MODEST clothing only. PEC student attire is recommended. For safety reasons all students must wear helmets, closed toe shoes or boots with a small heel and long pants. No long or blousy shirts or dangling jewelry. Long hair tied in a low pony tail. **BRING A WATER BOTTLE!** Students that do not adhere to the dress code will be asked to observe for the lesson.

**Lost Items:** Providence Equestrian Center cannot be responsible for any lost items. Found items will be placed in lost and found.

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Parent Signature

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Student Signature

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Date