



## 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.

**Sessions:** Upon conclusion of an introductory lesson, a new student's place (weekly day and time) will be reserved for the current session.

School Year Session: August 1<sup>st</sup> - May 31<sup>st</sup>.

Summer Session: June 1<sup>st</sup> - July 31<sup>st</sup>.

Summer Session students have the option to continue monthly tuition, purchase individual lessons, or discounted lesson packages to accommodate family vacation plans.

**Payment Schedule:** Tuition is due the first day each month. A student's place is reserved for the current session and automatically renewed until discontinued in writing. Each student is responsible for equal monthly payments, regardless of holidays and absences. Therefore, No show and cancelled lessons may not be deducted from payments, nor will there be refunds for them.

Single (non-tuition) lesson payments are due at time of service.

**Discontinuation Procedure:** We require a 30 day notice when you wish to discontinue lessons. Notice must be given by submitting the 'Notice of Intent to Discontinue Lessons' form. Please email to [Godscreatures@ProvidenceEquestrianCenter.com](mailto:Godscreatures@ProvidenceEquestrianCenter.com). This form is available on the website or may be requested via email.

**Cancellations:** To be eligible for a make up, please notify [Godscreatures@ProvidenceEquestrianCenter.com](mailto:Godscreatures@ProvidenceEquestrianCenter.com) prior to the scheduled lesson time to cancel a lesson.

**No Shows:** No show lessons may not be rescheduled.

**Make Ups:** Students are permitted **TWO** courtesy make up lessons per quarter:

Quarter 1: January, February, March

Quarter 2: April, May, June

Quarter 3: July, August, September

Quarter 4: October, November, December

Make ups can include any cancelled lessons due to vacation time, illness, etc.

With the exception of holidays and instructor cancellations, no make ups will be accommodated beyond TWO cancelled lessons per quarter.

The instructor will hold one make up lesson per month (for both Academy and Private lessons) to accommodate cancelled lessons.

Students will have 90 days to make up a cancelled lesson.

It is the parent/student responsibility to contact the instructor to schedule make up lessons.

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 make up will be offered.

**Tardiness Policy:** Please email [Godscreatures@ProvidenceEquestrianCenter.com](mailto:Godscreatures@ProvidenceEquestrianCenter.com) if you will be late for your lesson. Lesson time cannot be extended beyond scheduled time.

**Late Payments:** Tuition payments are due the first of each month. Finance charges will be assessed on all invoices 10 or more days past due at an annual rate of 18% with a minimum finance charge of \$10.

**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 required after 30 days.** For safety reasons, all students must wear helmets, long pants, and closed toe shoes or boots with a small, smooth heel (sneakers are not permitted). No long or blousy shirts or dangling jewelry. Long hair tied in a low pony tail. Students that do not adhere to the dress code will be asked to observe for the lesson. **BRING A WATER BOTTLE!**

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

\_\_\_\_\_  
Parent or Guardian if Rider is a Minor

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date