



Lesson Program Policies

Lesson Program: The PEC Lesson Program is a complete horsemanship program. Lessons may include both mounted and unmounted 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 Schedule@ProvidenceEquestrianCenter.com or phone 239-948-7669 if you have any questions or concerns.

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

School Year Season: August 1st - May 31st

Tuition is based on a 41-lesson school year season and is divided into equal monthly payments.

Summer Season: June 6th - July 31st

Summer tuition is based on a 7-week summer season and is due on or before June 1st.

Space permitting, individual a la carte lessons may be scheduled with payment due at the time of service.

Payment Schedule: Tuition is due the first day each month. (June 1st only for Summer Season). A student's place is reserved for the current season 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.

Tuition may be paid online via Intuit, dropped in the communication box, or mailed to PO Box 368437, Bonita Springs, FL, 34136.

Discontinuation Procedure: We require a 30-day notice when you wish to discontinue lessons. Notice may be submitted by completing and submitting the "Notice of Intent to Discontinue Lessons" form to the office, via facsimile to 239-302-1373 or via email to Accounting@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 Schedule@ProvidenceEquestrianCenter.com 48 hours prior to the scheduled lesson time to cancel a lesson.

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

Make-ups: Students are encouraged to attend all lessons.

Three courtesy make-up lessons (per lesson time) are allowed per **School Year Season**

One courtesy make-up lesson (per lesson time) is allowed per **Summer Season**:

- Make-ups can include any cancelled lessons due to vacation time, illness, etc.
 - With exception of instructor cancellations, no make-ups will be accommodated beyond **Three** cancelled lessons per School Year Season and **one** per Summer Season.
 - It is the parent/student responsibility to contact the instructor to schedule make-up lessons within 2 weeks of cancellation.
 - 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.
- Boarder lesson cancellations are automatically converted to training rides unless a make-up date is scheduled at time of cancellation.

Tardiness Policy: Please email Schedule@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. **PLEASE 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.

Horse Assignments: These are based on rider suitability as well as lesson plans and are up to the sole discretion of the instructor. However, make sure and let your instructor know which of our school horses are your favorites!

Remember- It benefits every rider's education to ride many different horses

Unmounted Lessons: PEC will hold up to two unmounted lessons during the season. Material presented in these lessons is a valuable part of a rider's education.