

Lesson, Cancellation, and Make-Up Lesson Policies

January 1st, 2019

- Payment is due upon registration for each semester – one-month prior to the start of the term. No lesson spot holds will be possible without full payment. **Lessons are sold in semesters only. Lessons will automatically be suspended if there is a balance owing over 30 days.**
- **Semester Schedule:**
 - **January & February:** payment due in December, at time of registration.
 - **March & April:** payment due in February, at time of registration.
 - **May & June:** payment due in April, at time of registration.
 - **July & August:** payment due in June, at time of registration.
 - **September & October:** payment due in August, at time of registration.
 - **November & December:** payment due in October, at time of registration.
- **Cancellation Policy:** After registration, students have up to 2 weeks prior to the start of the semester to cancel their lessons for a refund, with WCP retaining a 20% cancellation fee. Any cancellations made within 2 weeks of the start of the semester will result in a forfeit of payment.
- **All communication, including but not limited to lesson confirmations and cancellations, is to be done by EMAIL ONLY.**
- WCP requests that all students, with the exception of horsemanship students, be in the barn 30 minutes before their scheduled lesson. **If riders consistently show up less than 15 minutes before their scheduled lesson, WCP reserves the right to decline the lesson with no makeup lesson.** Horsemanship clients are to arrive at their scheduled lesson time.
- **24 hours of notice will be required for lesson cancellations, no exceptions.** In the event of a client cancellation, WCP will offer only 1 make-up lesson per rider per month (riders with 2 lessons a week will be entitled to 2 make-up lessons). Any scheduled lesson cancelled without 24 hours' notice will not be made up. WCP will offer available lesson times blocked off in the lesson schedule for make-up lessons. **Unfortunately, if a rider is unable to attend this make-up lesson WCP will be unable to offer an alternate make-up lesson, and that make-up will be forfeit.**
- **Please note that make-up lessons:**
 - May not be at the student's usual level
 - May not be taught by the student's usual instructor
 - May be in the form of a modified lesson
 - May not be in the usual lesson size configuration. (i.e. Private, semi-private & group)
- If the School is forced to cancel lessons due to inclement weather or extenuating circumstances, make-up lessons (which may also be offered as modified lessons) will be offered at specified times.
- Our weather policy states that when the weather reaches +35 with humidity, or -35 with wind-chill lessons may be modified for the safety of our horses and students.
- Please be advised that circumstances may warrant a substitute instructor during both regular and make-up lessons.
- Horsemanship skills are a necessity to staying safe and building well-rounded riders, so WCP reserves the right to offer modified lessons at our discretion.

SAFETY NOTES:

- All visitors to the site must present themselves to the front office or a team member on arrival and sign a waiver.
- **For your safety and that of our horses, only staff and riders are permitted in the barn areas.**
- For the safety of the horses, students, and families, WCP requests that all small children be properly supervised by an adult at all times. Family and friends are respectfully requested to not interfere in lesson time by speaking to students or entering the ring.
- Please note that dogs are not permitted in the barn/office or arena, and must be on a leash at all times while on-site.
- WCP requests that riders check with a staff member before feeding our horses any type of treat.
- Please note that all students will need to purchase their own helmet after assessment and horsemanship program if they haven't done so already.

By Signing below and/or participating in lessons at WCP's Ian Millar School of Horsemanship, I agree to the terms above.

Print rider Name: _____

If rider is under 18 years of age:

Signature: _____

Print Parent/Guardian Name: _____

Signature: _____