



## Sandridge Stables Lesson Program Registration Form

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_  
(Parent or Guardian if under 18)

I am enrolling in the lesson program checked below and I agree to the registration policies and terms as noted herein:

\_\_\_\_\_  
Signature of Person Responsible:

### Monthly Programs (GST is additional) Lesson frequency as indicated. Please check program of choice

<input type="checkbox"/> School horse lessons 1 X	\$260.00 per month for once a week lessons with school horse included.
<input type="checkbox"/> School horse lessons 2 X	\$460.00 per month for twice a week lessons with school horse included.
<input type="checkbox"/> Regular Lesson Program A	\$200.00 per month for once/weekly – must have owned or leased horse
<input type="checkbox"/> Regular Lesson Program B	\$375.00 per month for twice/weekly – must have owned or leased horse
<input type="checkbox"/> Flex Schedule/Drop-in Lessons	\$65.00 per student in group lesson -school horse additional \$20.00. <u>Must be pre booked and prepaid</u>
<input type="checkbox"/> Semi-Private	\$80.00 per student in group lesson -school horse additional \$20.00
<input type="checkbox"/> Private Lessons	\$110/lesson - school horse additional \$20.00
<input type="checkbox"/> Initial Assessment	\$75.00 -school horse included

A variety of payment options are available. Please choose the one that you prefer.

E-transfer – auto deposit, no password required. Please note rider on etransfer.

Credit Card

Monthly post-dated cheques on file with office

My credit card is: MC or Visa # \_\_\_\_\_ Expiry Date \_\_\_\_\_, CVV # \_\_\_\_\_

Signature of cardholder  \_\_\_\_\_

Please note a credit card must be provided as security for notice requirements, overages, or unpaid invoices. If you elect to pay another way, your credit card will only be charged in case of default.

\* I agree that I have read the attached policies and I agree that my credit card may be charged for the amount due if notice is not given appropriately or if account balances remain unpaid upon departure.  \_\_\_\_\_

- All lessons and packages must be pre-paid. **\*GST is additional to all prices\*** Programs are subject to the attached policies. PLEASE REVIEW CAREFULLY. Late charges apply on payments not made by the 1<sup>st</sup> of the month and is strictly enforced. 30 days notice required to withdraw or change the monthly programs.

- **Non attendance policy** - Please note the Monthly Programs are the best value but there is no refund, credit or reschedule for missed classes. Any lesson in other programs missed or cancelled with less than 24 hours notice will be charged. Monthly programs occasionally have extra lesson days which are provided at no additional charge and will make up for a few misses. Lessons may also be pre-empted from time to time for shows or test days.

- On occasion, lessons are designated as off-horse lessons and students are expected to learn these horsemanship and grooming skills as well.

- **To enroll** - please complete registration above and submit in mail box in the entryway or scan and email directly to the office. Payment must accompany registration. **Payments should be sent to [tricia@sandridgestables.ca](mailto:tricia@sandridgestables.ca) which has Autodeposit. No password is required.**
- **The preferred communication method is email** - Statements will be emailed. Please provide your email address and inform us if it changes. If you have not received your invoice or statement, please check your junk folder. Please email the office at [office@sandridgestables.ca](mailto:office@sandridgestables.ca) for invoicing and account inquiries.

**Please like and check the Sandridge Stables facebook page for important announcements and information which may be posted.**

## **Sandridge Stables Lesson Policies:**

In order to offer a lesson program, lesson horses must be scheduled, instructors paid, arena time booked and classes planned. Lesson horses must be properly maintained with feed, blankets, health procedures, veterinary care and farrier work. These expenses are on-going whether lessons are attended or not. Cancellations and changes in scheduling create additional recordkeeping for office staff and scheduling issues for everyone including boarders riding their own horses who try to plan around the lessons.

1. **Lesson packages must be paid in full on the first day of each month. Late payments will be charged a \$25.00 late fee commencing on the 2<sup>nd</sup>. Overdue accounts beyond the 7<sup>th</sup> of the month will be subject to an additional annual interest charge of 24%.**
2. **Payment must be completed prior to participating in the programs.**
3. **Additional Program Information**
  - a. **The Regular Monthly Package is the best-price commitment to a regular time spot.** Your payment holds your lesson place whether or not you attend. It is your guarantee of lesson scheduling. When there are 5 lesson days in a month, the 5<sup>th</sup> lesson is free. This compensates for a few misses, although on occasion, the 5<sup>th</sup> lesson may be cancelled at the discretion of the stable for stable or show activities. **This lesson package is offered at a discount and subject to a no "make-up" policy.** A student may choose not to come to all the lessons, but the price will not be adjusted. Due to horse and instructor scheduling notice is still required if not attending a lesson.
  - b. **The Flex/Drop-in Program** is available for those who cannot commit to the full monthly program and prefer to book on a more occasional basis. Lessons missed with less than 24 hours notice will be charged. Flex lessons must be pre-booked and pre-paid. Please check availability before lessons as scheduling priority goes to students in the Monthly program.
4. **Payment, rescheduling and refund policies.**
  - a. **One month's written/emailed notice is required to cancel participation in all programs. Notice must be given on the 1<sup>st</sup> of any month for the following month.**
  - b. **NSF cheques will be charged \$50.00.**
  - c. **When cancelling a lesson package, no portion of a commenced month will be refunded.**
5. **Only if lessons have been cancelled due to unavailability of an instructor AND the student would receive less than 4 lessons in a month, will they be rescheduled or credited, the choice between those options being at the discretion of the stable.**
6. Out of consideration for the horses, instructors and others, please call to give notice if unable to attend a lesson.
7. Some un-mounted lessons are part of the curriculum and may be scheduled at the discretion of the instructor. These lessons may take the place of a mounted lesson and may be scheduled in case of adverse conditions or other circumstances. Students are expected to learn about the proper care of the horse and equipment in addition to developing their riding skills. Equine Canada Rider Testing is held annually.
8. Students on school horses should be at the stable at least 30 minutes prior to the lesson to catch, groom, and tack up.
 

Please allow time after the lessons to care for and put away the horse and clean and put away the school tack.
9. Students are expected to be on and **ready to ride** at the scheduled time.
10. **Dress code for riding: Students must ride with proper headgear, footwear and riding attire including breeches. Hair must be tied back or out of the face. No dangling jewelry. Shirts must either have sleeves or a collar. No tank tops. No baggy sweat shirts. No jeans. No sweatpants. Shirts must be tucked in or be short, fitted styles. Belts are encouraged. Vests or jackets may be worn for warmth as required.**
11. Turnout: Please make sure the horse and student are tidy and clean. No shavings in the tails and no tail bags please.
12. After riding the student is expected to clean the tack and return it to the designated place. Horses must be groomed, re-blanketed as necessary and returned to their paddock.
13. The alley must be swept both **before and after** getting on to ride and the barn kept tidy.
14. All stable rules must be followed by participants and spectators alike.
15. **No Ipods or headphones in the stable area** as they can cause safety issues.
16. Sandridge students are encouraged to participate in testing for their Equestrian Canada rider levels which is generally scheduled in the fall.
17. There is a heat surcharge of \$5.00 applied to lesson invoices in the winter months, November through March unless you are leasing or owning in which case it is applied to your horse's board invoice. Part leases are subject to the appropriate percentage of additional charges.
18. School horses are not available for trail riding unless with an instructor in the context of a lesson.

**\*No flip-flops in the barn or around the horses. This includes parents, friends or assistants. This is a safety issue.\***