

# Lesson Program Policies Agreement

*Please note that the policies stated below are for your reference only.  
Green Acres reserves the right to make changes to the policies as needed.*

- ❖ **Payment Submission Policy**- Payment for the upcoming session is due one week prior to the start of the new session. Cash or check can be submitted to the payment box outside the office door if paying after office hours. All deposits must be sealed in an envelope with the student's name, date, amount, and list what the payment is for. Debit is accepted with no convenience fee in the office but there is a 4% fee when used over the phone. Those paying with a credit card will be subject to a convenience fee of 4%.
- ❖ **Payment Plan Policy**- If you are unable to pay in full one week prior to the start of a session you may take advantage of our payment plan option. \$300.00 can be paid one week prior to the start of the session and \$300.00 can be paid on week five of the session. There is an increased fee when using the payment plan option.
- ❖ **Late Payment Policy**- Any payment made after the posted due date will be subject to a \$25.00 late fee. All 10-week session payments must be made one week prior to the start of the session. This policy also applies to late payments on events, half leases, camps, etc.
- ❖ **Inclement Weather Policy**- If inclement weather prevents the ability to ride, rain, wind, heat, or poor air quality, we will take advantage of the time out of the saddle to teach horse management lessons in the barn. This is important to the student's education in becoming a well-rounded equestrian. These lessons of approximately **1 hour**, cannot be cancelled and rescheduled as make ups for when weather improves.
- ❖ **Enrollment Policy**- The first week of enrollment is open only to current students and occurs on week 8 of each session. New or past students may register starting the following week of enrollment which occurs on week 9 of each session.
- ❖ **No Show Policy**- If a student is unable to attend their lesson and does not call to cancel at least 12 hours in advance, the student will not be offered a makeup lesson and will not be refunded for the missed lesson. Students more than 10 minutes late will not be able to ride.
- ❖ **Make Up Policy**- If a student cancels their lesson with advanced notice, they will be given a 10-day grace period to schedule the makeup lesson. All make up lessons must be taken within the same session as the missed lesson. If the student does not take their missed lesson in that time frame, they will forfeit their lesson and they will not be refunded.
- ❖ **Unused Lesson Rollover Policy**- If a student does not use all 10 lessons within their 10-week session, the unused lessons will be forfeited. Unused lessons cannot be applied towards payment for the next session.
- ❖ **Riding Supervision Policy**- GAR lesson program students must ride with an Instructor or with adult supervision.
- ❖ **Helmet Policy**- GAR Lesson Program Students under 18 years old must wear an ASTM approved riding helmet while handling a horse at all times.
- ❖ **Lesson Barn Safety Policy**- For safety purposes only lesson students, interns, and instructors may enter the lesson barn area. Parents and friends are welcome to watch barn activities from our lunch tables across from the barn.
- ❖ **Riding Instruction Policy**- Students who are participating in a lesson are only coached and critiqued by their instructor. Parents and other student supporters may not coach from the rail.
- ❖ **Property Use Policy**- GAR lesson Program students must remain on the top portion of the GAR property. Students and Interns may only go to the lower portions of the GAR property if given permission by an Instructor.
- ❖ **Horse Use Policy**- GAR Lesson Program students must refrain from riding or handling any horse at GAR that is not an active lesson horse unless they have obtained management's permission in advance.
- ❖ **Right to Refuse Service**- GAR holds the right to refuse service to any and all current or potential customers and can change or remove those services at any time. **In order to safeguard the health and soundness of our valued lesson horses we must impose a student weight limit of 200#.**
- ❖ **Driving Policy**- All visitors to GAR must abide by our 5-mph speed limit when driving on property and are only permitted to park in the parking lot outside the Welcome Sign. All vehicles **MUST** yield to horses and pedestrians.
- ❖ **Dog Policy**- Outside dogs are not permitted on property whether on a leash or off. If they are brought to the ranch they must remain in your vehicle at all times. Resident Green Acres dogs approved by Margaret Rich are the only dogs permitted on property. Registered service animals are not subject to this regulation.

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**Please turn this sheet in with your payment for the upcoming session.**

**I have read and agree to the rules and regulations stated above:**

Students Name(s): \_\_\_\_\_ Parent or Guardian Name: \_\_\_\_\_

Adult Student or Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_