



GUEST SERVICES

ROCK CREEK PARK HORSE CENTER POLICIES AND PROCEDURES STUDENT REGISTRATION FORM

STUDENT NAME _____
Last First Day and Time of class

Lesson Policy

- Ⓢ Arrival time is thirty (30) minutes before the start of each lesson to allow for grooming and tacking.
- Ⓢ The start of each **private** lesson is dependant on riders' timely arrival. Lessons will end at the designated time with no exceptions.
- Ⓢ Students who arrive late for a **group** lesson may be asked to observe the class with the instructor and will not be eligible for a make-up lesson.
- Ⓢ Riders should allot additional time at the end of each lesson to untack and groom their horse before putting them home.
- Ⓢ Instructors reserve the right to hold a ground or theory lesson when deemed necessary or appropriate for any lesson.

Disclaimer: Please call the front desk if you are running late to alert your instructor of any unavoidable circumstances, so long as you will still arrive at the lesson start time. The front desk can be reached at 202.362.0017, ext.0.

Initial: _____

Lesson Procedures

- Ⓢ Students are expected to exercise safety at all times in the barn and while riding.
- Ⓢ Students should check in at the front desk at the start of each lesson to receive/choose horse assignments.
- Ⓢ Students are responsible for neatly returning any tack/supplies to their proper places at the end of each lesson.
- Ⓢ Students are required to wear appropriate attire, including an ASTM/SEI approved helmet manufactured in the USA after the year 2000.

Required apparel: Long pant & sturdy shoes/boots with a hard sole and small heel, not to exceed 1.5 inches.

Initial: _____

Cancellation and Make-Up Policies

Private Lessons	Group Lessons
<ul style="list-style-type: none"> Ⓢ If lessons are not cancelled 24 hours in advance, students will be charged the full amount of the lesson. 	<ul style="list-style-type: none"> Ⓢ Students are permitted to cancel one (1) lesson (with 24 hours notice), which may be made up during the term (if spaces are available), or during the make-up week at the end of the term. Ⓢ Any lesson cancelled by RCPHC will be rescheduled. Ⓢ All make-up lessons are subject to availability and are not guaranteed and are non-refundable. Ⓢ In the event a rider does not attend/cancels their make-up lesson, the lesson is forfeited and is ineligible for rescheduling. Ⓢ Make-up lessons do not carry over to the next term, with the exception of a proper cancellation within the last week of classes, at which point the student will have thirty (30) days to reschedule. It is the student's responsibility to arrange any make-up lessons carried over into the subsequent semester.

Any cancellations should be reported by calling the front desk at 202.362.0117, ext 0.

Please contact our Program Manager with any discrepancies.

Cancellation/make-up exceptions may be granted in the case of a medical illness/doctor's note or other extenuating circumstances.

Allie can be reached at horsecenterprograms@questservices.com

Initial: _____

Payment and Refund Policies

Private Lessons		Group Lessons	
<i>Private lesson rates</i>		<i>Group lesson rates</i>	
Private 1 hour lesson	\$90	12 week term	\$600
Private ½ hour lesson	\$50	14 week term	\$700
Semi-private 1 hour lesson	\$65 per rider		
<ul style="list-style-type: none">Ⓢ As of January 2010, all private lesson students will be asked to pay a deposit equivalent to one lesson. This deposit will be used if the student misses their lesson without providing 24 hours notice. If this never happens, the deposit can be credited toward the student's last lesson.Ⓢ Payment for lessons is taken on a lesson-by-lesson basis.		<ul style="list-style-type: none">Ⓢ The full tuition for the entire term is due at the time of registration.Ⓢ Full tuition, less an \$80 processing and handling fee, will be refunded if registration is cancelled before the first lesson.Ⓢ Fifty (50) percent of the full tuition, less a processing and handling fee, will be refunded if registration is cancelled before the second scheduled lesson.Ⓢ There will be no refunds after the second lesson.	
Credit			
<i>Credit balances must be approved and signed off by a manager. Any student credit must be used by the end of the following semester, at which point any remaining balance will be forfeited.</i>			

Initial: _____

Registration Procedures

- Ⓢ Registration takes place three weeks before the beginning of a new semester.
- Ⓢ Students currently enrolled in a term can register during the first two weeks to hold their current spot. Any class or time switches must be made during the third week of registration, unless authorized by an instructor.
- Ⓢ New students may enroll during the third week of registration, space permitting. Students may submit their name to a waitlist if a desired class is unavailable.
- Ⓢ Any new students with experience are required to come in for an evaluation prior to class placement, available by appointment only. Evaluations are approximately a half-hour commitment and cost \$50.
- Ⓢ Students may register at any time during a semester on a space available basis, at a pro-rated cost.

Initial: _____

I, _____, have read and initialed the above form.
By signing my consent, I indicate my compliance and understanding of Rock Creek Park Horse Center's Polices and Procedures.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____
(If rider is under the age of 18, the signature of the person responsible is required).