



Rider Payment and Cancellation Policy

A session is defined as a block of 4 lessons in the same month. Payment for the entire session is due before the first lesson of the session.

- If payment is not received by the 1st lesson of the session, Rider will be charged a \$25.00 late fee, to be paid in addition to the full session's payment before Rider will be allowed to participate further in the remainder of the session.
- If Rider has not paid the full amount due for the session by the last day of the session, Rider will not be allowed to participate in the next session and will be moved to the bottom of the wait list, if Rider still desires to participate in Due West TRC's program in the future.
- Riders will receive credit only for lessons that are cancelled by Due West TRC. Riders will not receive credit for lessons missed due to illness, vacations, etc. of the Rider or parent/guardian, even if advance notice is given to Due West TRC.
- If Rider is a "no call-no show" three (3) times within a one year period, Rider will be dismissed from Due West TRC's program. A minimum of twenty-four (24) hours advance notice to Due West TRC is required, otherwise, it will be considered a "no call-no show."
- Payment can be made by cash, check (payable to Due West Therapeutic Riding Center), or credit card, via the PayPal link on our website: www.duewesttrc.org. Additional fees apply.

Rider Name

Adopted by the Board of
Directors, June 20, 2017.

Signature of Rider/Parent/Guardian

Date



July 1, 2017

Dear Parents and Guardians,

We understand the unpredictability of disabilities. While we endeavor to make every accommodation possible for our riders, we must also be mindful of others in, and those wanting to join, our program. As such, the enclosed Due West TRC Rider Payment and Cancellation Policy will take effect August 1, 2017.

Please return a signed and dated copy to Mary Sharp or you may email it to info.dwtrc@gmail.com by August 1, 2017. A courtesy copy is enclosed for your records.

Any questions or concerns can be emailed to info.dwtrc@gmail.com and will be handled promptly.

We appreciate your understanding and thank you for being a part of the Due West TRC family.

Sincerely,

Jennifer Slaughter
President, Board of Directors
Due West Therapeutic Riding Center



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