



Top Form Equestrian Lesson Policy and Procedure

Lesson Policy

- Arrival time is thirty (30) minutes before the start of each lesson to allow for grooming and tacking up
- The start of each lesson is dependent on the rider's timely arrival. Lessons will end at the designated time with no exceptions
- Riders should allot additional time at the end of each lesson to untack and groom their horses before putting them away

Lesson Procedure

- Students are expected to exercise safety at all times in the barn and while riding.
- Students are responsible for cleaning ALL tack and neatly returning any tack/supplies to their proper places at the end of each lesson.
- Students are required to wear appropriate attire, including an approved helmet.

Cancellation and Make-Up Policy

Considerable time goes into planning lessons with instructors and reserving horses for riders, therefore it is the responsibility of the rider to come to lessons and be on time. In the event that the Top Form cancels a lesson, a make-up lesson will be re-scheduled at the convenience of the rider.

- Your lesson time reserves the exclusive use of a school horse, cancellations for any reason must be made at least 24 hours prior to your lesson time.
- If you do not cancel a lesson and do not show up for it, it will be considered a "No Show" and you will be charged the full amount of the lesson.
- Failure to give 24-hour notice when making a cancellation will result in a "No Show" and you will be charged the full amount of your lesson
- Cancellations made with at least 24-hour notice may be rescheduled, subject to availability.
- Any lessons cancelled by Top Form Equestrian will be rescheduled
- Cancellations may be made by phone, email or text. Contact information below

Top Form Equestrian Contact Information:

Cell Phone: 778.688.0943
Email: j_clarke83@hotmail.com

I, _____, have read and initialed the above form.

By signing my consent, I indicate my compliance and understanding of Top Form Equestrian's Policies 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).