

# APPLICATION FORM FOR LESSONS

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ (if jr.)  
 PHONE: \_\_\_\_\_ (home); \_\_\_\_\_ (bus.)  
 EMAIL: \_\_\_\_\_ SESSION: \_\_\_\_\_

I am interested in: Dressage only \_\_\_\_\_; Jumping only: \_\_\_\_\_; Both: \_\_\_\_\_

**IF REGULAR STUDENT:**

Preferred riding times: Regular day & time, or, new day & time: \_\_\_\_\_ (give 2 choices)  
 My preferred instructor/Class size: \_\_\_\_\_ Special requests:  
 \_\_\_\_\_

**IF NEW STUDENT:** Riding Experience: \_\_\_\_\_

Preferred riding times (at least 2 choices): \_\_\_\_\_ Class size:  
 \_\_\_\_\_

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**LESSONS** are taught in 3-month sessions:

<b>SPRING SESSION</b>	(March, April, May)	Application due date -by February 5
<b>SUMMER SESSION</b>	(June, July, August)	Application due date -by May 5
<b>FALL SESSION</b>	(Sept., October, November)	Application due date -by August 5
<b>WINTER SESSION</b>	(December, January, February)	Application due date -by November 5

**REGISTRATIONS** are accepted one of three ways. All cheques must be presented at time of booking, or an Administration fees of \$5 per invoice will result.

A)	One cheque		BY DUE DATE	\$Full amount less \$10 early payment discount
B)	Two cheques	Cheque #1	BY DUE DATE	\$75 booking fee
		Cheque #2	By first of the month of start of session	\$Full amount less booking fee
C)	Four cheques	Cheque #1	BY DUE DATE	\$75 booking fee
		Cheque #2	1 <sup>st</sup> of Session Month 1	\$Monthly amount
		Cheque #3	1 <sup>st</sup> of Session Month 2	\$Monthly amount
		Cheque #4	1 <sup>st</sup> of Session Month 3	\$Monthly amount less booking fee

**MAKE CHEQUES PAYABLE** to Shirley Guertin-Cook. Leave payment with application form in Shirley's mailbox in stable, or mail to 3845 Frank Kenny Road, Navan, Ont., K4B 1H9.

**REGULAR STUDENTS** are assured a lesson time if registered by due date. After this date, space may be given to new students. **PROPOSED NEW SESSION SCHEDULE** will be posted prior to start of session on our website. Please check both the bulletin board and website one week prior to start of new session to ensure you know your lesson time.

**NEW STUDENTS:** Registrations are accepted on a first come basis after regular students have had a chance to reserve their space. Plan on booking an Assessment lesson prior start of session. **BEGINNERS** will be taught in \_ hour private lessons.

**WEEK-END RIDERS:** At times, lessons will be re-scheduled due to horse shows/clinics. One week's notice will be given.

- DISCOUNTS:** - \$10 discount off the session price if fully paid by the DUE DATE (see above).
- 10% discount on session prices available on group-type lessons if a family, or individual, takes 3 or more lessons per week per session. (No discounts for privates.) Full payment must be by due date, as noted above.
  - Extra lessons for \$15 available to regular students who sign up in open spaces on Make-up sheet in tack room
  - 10% discount on all lessons available to students who are working 8.5 hours or more per week at Centaur

**CANCELLATIONS:** Make-up lessons are available if lesson was cancelled with 48 hours notice. Lesson must be made up within one year. See posted sheet in tack room for full details on make-up procedure.

**SINGLE LESSON CANCELLATION** – Riders will be billed for any lessons cancelled with less than a 48-hour notice.

**LATE PAYMENT:** Lessons paid late will receive no discount and will be charged at the single lesson rate plus a late fee of \$5.00 per invoice. Accounts over 30 days will be subject to 2% interest. NSF cheques will be charged \$20.

**REFUNDS,** less booking fee, in the form of a credit note, will be made up to one week prior start of session. No refunds after this date.