

RIDER LESSON POLICY AND CONTRACT

LESSON SIGN UP

- Speak with Colleen Goodman about lesson placement and billing (512-920-2276)
- Complete and sign the Lesson Contract
- Pay the first month's tuition along with the appropriate deposit
- Provide a valid credit card

BOTH THE DEPOSIT AND THE TUITION ARE NON REFUNDABLE

LESSONS

Lessons are available and payable on a monthly basis. You may take more than one lesson a week, or rider may make arrangements to lease or half-lease a horse, subject to availability.

- **Group lessons** (\$225/month + \$225 deposit) – 1hr, 6-8 riders (this is the minimum requirement for anyone riding at Switch Willo Stables.)
- **Limited group lessons** (\$275/month + \$275 deposit) 1hr, 3-5 riders
- **Mini limited group lessons** (\$350/month + \$350 deposit) – 45mins, max 3 riders
- **Semi-Private lessons** (\$325/month + \$325 deposit) – 45mins, 2 riders
- **Private lessons** (\$375/month + \$375 deposit) – 30mins, 1 rider

LEASING OPTIONS

- 1 lesson/week with partial lease: Cost of lesson + \$150 month lease fee (with Switch Willo owned lesson horses only)
- 2 lessons/week with partial lease: Cost of each lesson + \$150 month lease fee (with Switch Willo owned lesson horses only)
- Supplemental deposit required to equal amount of lessons & lease fee
- Leasing a lesson horse reserves that horse for you regular weekly lesson only. It does not reserve that horse for make-up lessons or horse shows.
- Use of a particular horse for a horse show is on a first come first serve basis. In some cases, you may be asked to share the horse with another student at the show.
- For options on leasing privately owned horses, please contact Colleen for pricing.

LESSON PAYMENT

Everyone enrolled in the lesson program is required to provide a valid credit card. Payment is due the first lesson of every month and is non-refundable. A \$20 late fee is applied if the payment is not received by the 15th of each month. Any balance that goes unpaid after the 30th of the month in which it is due will be charged for the lesson payment, a \$20 late fee and \$25 credit card processing fee.

TO DISCONTINUE LESSONS WE REQUIRE A 30 DAY WRITTEN NOTICE DATED FROM THE FIRST OF THE MONTH. THE NOTICE MUST BE SUBMITTED TO YOUR INSTRUCTOR, AFTER WHICH YOU MAY RIDE OFF YOUR DEPOSIT.

MAKE-UP LESSONS & BAD WEATHER POLICY

Absence from a lesson requires a three-day advance notice to Colleen or the make-up lesson will be forfeited. Call Colleen to report all absences and to schedule make-ups (512-920-2276)

- **1 make-up per month**
- **Scheduled by appointment only**
- **Scheduled make-up lessons which are missed will be forfeited**
- **Make-up lessons are to be taken within 30 days of the absence**

- **Missed lessons cannot be deducted from the regular monthly riding fees**
- **A maximum of 2 make-ups per month is allowed (see lesson contract about special circumstances)**
- **Credits cannot be applied to the following month**
- **Refunds are not given for missed lessons**

BAD WEATHER POLICY

Due to class size and horse availability, all make-up lessons must be approved and scheduled in advance. Keep in mind that barn lessons will be given during inclement weather. Please arrive for barn lessons at your scheduled tack up time. Thank you for your understanding and cooperation in this matter. To schedule a make-up lesson please contact Program Manager, Colleen Goodman (512-920-2276)

In bad weather, instructors will conduct barn lessons. These lessons will cover many areas of horse care and horsemanship that are not covered during normal riding lessons. If a student does not attend a barn lesson, the rider will forfeit any make-up without refund or credit.

EQUIPMENT

Required: Hard soled boots with regular-sized heels, riding helmet, crop, long pants or chaps

Optional: Additional horse supplies can be purchased at the Tack Shop of Austin, with 2 locations, one at Switch Willo Stables and the other on Greystone

RIDER RESPONSIBILITIES

- Please check your assigned horse for missing or twisted shoes and any signs of injury before grooming and tack-up begins. Immediately inform your instructor of any findings.
- Students can, and should expect to ride different horses on a weekly basis.
- Once you have groomed your horse properly and have picked their feet, please apply Koertox to the feet if necessary.
- Pick up droppings after your horse.
- Put away all grooming supplies used for your lesson. These items, along with all tack should be returned to the lesson tack room. Please store all halters, bridles, saddles, saddle pads and girths properly. Saddles should be returned to the racks with the front (pommel) of the saddle towards wall and with the stirrup irons run up appropriately.
- When the horse's body temperature has cooled, return him back to the location from which he was retrieved. If retrieved from the lesson paddock then back to the lesson paddock. If retrieved from a box stall then back to the respective box stall.
- Lock all gates and stall doors behind you.
- Speak to your instructor about bathing horses after the lessons.

HORSE SHOWS

Switch Willo horses are available to students in the lesson program for horse shows. Sign up sheets for upcoming shows will be posted on the bulletin board next to the tack shop in the main barn. Switch Willo show fees will be billed following the event, and include charges for: clipping, mane pulling, hauling, schooling and day care, coggins fee, and horse use fee. Each horse show will have separate entry fees which will be paid by the rider, directly to the show management. Please arrange for horse show participation through your instructor and consult with instructor about proper show attire, a schedule of fees and classes to enter.

SWITCH WILLO CAMPS

Camp runs weekly, Monday through Friday, 9am – 4pm. If interested, check with your instructor to determine who you should speak to about summer camp; or visit www.switchwillo.com/camp for more information.

SWITCH WILLO CONTACTS

Owners:	
Glenn & Phoebe Johnson	512-345-4214
Instructors:	
Colleen Goodman – Program Manager	512-920-2276
Beverly Manroe	512-924-8562
Carol Szerszen	512-346-4776
Caroline Langley	415-730-2846
Genie Effland	512-331-9779
Lily Murphy	508-237-0741
Michelle Simmons	512-636-6199
Janine Rosen	512-284-2591
Meredith Fickel	512-925-4289
Meg Wilson	512-426-5137

MAKE-UP & BAD WEATHER POLICIES

Due to class size and horse availability, all make-up lessons must be approved and scheduled in advance. Keep in mind that barn lessons will be given during inclement weather. Please arrive for barn lessons at your scheduled tack up time. Thank you for your understanding and cooperation in this matter. To schedule a make-up lesson please contact Program Manager, Colleen Goodman (512-920-2276)

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Call Colleen to report all absences and to schedule make-ups (512-920-2276)

- **1 make-up per month**
- **Scheduled by appointment only**
- **Scheduled make-up lessons which are missed will be forfeited**
- **Make-up lessons are to be taken within 30 days of the absence**
- **Missed lessons cannot be deducted from the regular monthly riding fees**
- **A maximum of 2 make-ups per month is allowed (see lesson contract about special circumstances)**
- **Credits cannot be applied to the following month**
- **Refunds are not given for missed lessons**

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Due to class size and horse availability, all make-up lessons must be approved and scheduled in advance. Keep in mind that barn lessons will be given during inclement weather. Please arrive for barn lessons at your scheduled tack up time. Thank you for your understanding and cooperation in this matter. To schedule a make-up lesson please contact Program Manager, Colleen Goodman (512-920-2276)

In bad weather, instructors will conduct barn lessons. These lessons will cover many areas of horse care and horsemanship that are not covered during normal riding lessons. If a student does not attend a barn lesson, the rider will forfeit any make-up without refund or credit.

SWITCH WILLO LESSON CONTRACT

RIDER INFORMATION

RIDER NAME:		
DOB:	AGE:	PARENT/GAURDIAN:
BILLING NAME:		
EMAIL:		
ADDRESS:		
CITY:	STATE:	ZIP:
DAYTIME PHONE #		
EVENING PHONE #		

COST OF LESSONS

Lesson Type	Description	Lesson Price	Non-Refundable Deposit
Group	6-8 students	\$225.00	\$225.00
Limited Group	3-5 students	\$275.00	\$275.00
Mini Limited Group	1-3 students	\$350.00	\$350.00
Semi Private	2 students	\$325.00	\$325.00
Private	1 student	\$375.00/person	\$375.00/person

****All lesson types will be a monthly flat rate, rather than a per lesson rate****

CREDIT CARD #:	EXP. DATE:	CSV#:
NAME ON CARD:		
BILLING ADDRESS:		
CITY:	STATE:	ZIP:
AUTHORIZED SIGNATURE:		

TERMS OF CONTRACT

- Contract, account sheet, first month's payment, and final month's deposit are required to start lessons.
- Lesson fees are due the first lesson of every month. If payment is not received by the 15th of the month, a \$20 late fee will be automatically added to your account sheet. In that event please check your balance on your sheet before submitting payment.
- To discontinue lessons, 30 days written notice, dated from the first of the month, must be submitted to Colleen Goodman after which you will be able to ride off your deposit.
- Absence from a lesson requires a minimum 24hr notice to Colleen Goodman so a make-up may be scheduled in your slot or the make-up lesson will be forfeited.
- Make-up lesson policy
 - 1 make-up per month
 - Scheduled by appointment only – Call Colleen to schedule any and all make-ups (512-920-7726)
 - Scheduled make-up lessons which are missed will be forfeited
 - Make-up lessons are to be taken within 30 days of the absence
 - Missed lessons cannot be deducted from the regular monthly riding fees
 - We allow one make-up per month unless your child is involved in a school related activity and with prior approval from Colleen. Under these special circumstances, we will allow 2 make-ups during pertinent months.
 - Credits cannot be applied to the following month
 - Refunds are not given for missed lessons
 - In the event that you must take a leave of absence, a **30-day written notice** made prior to the month of leave is required.
 - Anyone in the lesson program who wishes to take a leave of absence longer than 30 days will be subject to an administrative fee of \$100.00 upon their return, OR you may choose to pay for the month of leave and schedule 2 make-up lessons when you return. Without a 30-day written notice of a leave of absence, your deposit will be applied to that month. A reinstatement fee of \$100.00 and a new deposit will then be required to restart lessons.
- When an individual enrolled in the lesson program takes more than their scheduled lessons per month, they will be billed accordingly for any additional lessons.
- Switch Willo Stables reserves the right to terminate lesson services to any rider at any time and for any reason. In the event that Switch Willo Stables terminates lesson services, Switch Willo Stables will refund the balance of any remaining deposit within 14 days. The balance of the deposit will be returned via first class mail to the last known address of the depositor. It is the responsibility of the depositor to notify Switch Willo Stables of any change of address.
- It is the responsibility of the rider and his/her parent or guardian to review the Switch Willo Stables Rules, Lesson Policy, and Make-up and Bad Weather Policies prior to signing the Lesson Contract.

LESSON SIGN UP

Type of Lesson	Day	Time	Instructor	Start Date

FIRST PAYMENT INFORMATION

Date	Check #	Deposit Due	Tuition Due	Total

HEALTH AND EMERGENCY INFORMATION

Medication:	Allergies:
Contact Name:	Relationship:
Daytime Phone:	Alternate Phone:
Doctor's Name:	Doctor's Phone:
Medical Insurance	Insurance #
Signature:	Date:

Please advise us of any allergies, current medications and /or special needs for student listed in this contract.
 Emergency medical care authorization: By signing above I authorized SWS to obtain medical treatment for me or for my child. I will pay for all medical expenses due.

Signature _____ **Date** _____

LIABILITY RELEASE

The undersigned has read and understands contract terms. Undersigned assumes responsibility and risk for injury or death to self or to minor child; holds harmless instructors and SWS for any injury or death to riders and spectators; assumes total responsibility for any and all payments for medical treatment; holds harmless SWS for lost, stolen, or destroyed property. **UNDER TEXAS LAW (CHAPTER 87, CIVIL PRACTICES AND REMEDIES CODE), AN EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF ALL EQUINE ACTIVITIES.**

Signature _____ **Date** _____

