

## M&M Ranch Lesson & Cancellation Policy -Youth

*\*Please initial each policy you have read and sign at the bottom. **If more than one parent/guardian both must initial and sign contract.** Please make a copy of this form for your own records and scan and email the initialed and signed form to: [camp@mmhorseranch.com](mailto:camp@mmhorseranch.com)*

### Required for Lesson Sign Up:

- Speak with M&M Ranch about lesson placement. And complete the online enrollment form.
- Email a scanned copy of the initialed and signed Lesson Policy to M&M Ranch
- Pay the first month's tuition and deposit. **The deposit and tuition payments are non-refundable.**
  - o Those not auto-pay, payment due 1<sup>st</sup> month or late fee applied.
- Sign up for autopay with a valid credit card if enrolling in the Lesson Program for the monthly group lesson package. **If there is more than one Parent/Guardian responsible for student both parties must sign.**

### Cancellation, No-Show, Make-Up Policy:

- **One make-up lesson per 12 lessons allowed.** If M&M Ranch determines that a lesson will need to be rescheduled, then we will schedule a make-up day.
- Please notify us by email 48 hours before needing to cancel or lesson will be forfeited.
- For late cancellation: A minimum of **3 hours' notice** is required for instructors to plan accordingly with preparations of horses. **Any cancellation or no show with less than 3 hours noticed** will result in a charge of \$25 in the next billing. This includes no show for barn lessons during inclement weather.
- Scheduled make-up lessons must be taken within 30 days or if missed will be forfeited. In the event a rider does not attend/cancels their make-up lesson, the lesson is forfeited and is ineligible for rescheduling.
- There is no credit applied to next month if lessons are missed and cannot be deducted from the following monthly riding fee. **(There are no refunds for missed or being late for lessons.)**
- It is M&M Ranch's goal to start on time, if a student arrives late for lesson, then may shorten their lesson time.

### Parent/Guardian Responsibilities Schedule:

- It is the student's responsibility to reschedule missed lessons. Please email us to schedule make-up.
- It is the parents' responsibility to check the schedule on the Student Youth Page. Your responsibility to put these date(s) in your schedule.
- Need to check on the site which date(s) student is scheduled for.
- Lesson current and pending dates are posted 2-3 months ahead of time. Updates are made each month. You are responsible for checking these dates by putting them in your calendar.

### Lesson Payments:

- Lesson agreement requires enrollment in autopay so that full payment is **made 1<sup>st</sup> of every month** and is non-refundable.
- **Non-refundable deposit** equal to one-month tuition required to start lessons. (Option to pay ½ deposit 1<sup>st</sup> month, remaining due by 2<sup>nd</sup> month payment)
- Contract, first month's payment, and final payment month's deposit are required to start lessons.

### Lesson Program - Need take a break: (allow this once/year)

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- We understand there are times you may need to take a break. So, you don't lose your spot we have a "hold for 30 days". Then you can resume back to lessons next month. (Auto pay will be due 1<sup>st</sup> of month start back up)
- **WE REQUIRE a 30-DAY WRITTEN NOTICE DATED NO LATER than the FIRST OF THE MONTH, for the "Hold for 30 days" to apply.**
- **Without a 30-Day written notice of leave of absence, your deposit will be applied for that month. To guarantee your lesson slot, you must pay for the month of leave.**

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### Discontinue Lessons:

- To discontinue lessons, change lesson plan, or need to take a break, **WE REQUIRE a 30-DAY WRITTEN NOTICE DATED NO LATER than the FIRST OF THE MONTH.**
- **JC program (Junior Volunteer) – Out of courtesy we ask for 60 days' notice.**
- The notice will need to be submitted to M&M Ranch by email; **AFTER WHICH YOU MAY RIDE OFF YOUR DEPOSIT. (Within the normal 1-month period)** (Spots are limited, so when you come back for lessons you may be put on a waiting list.)

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### Bad Weather Policy:

- In bad weather, we will have a fun barn lesson in the covered area. May include ground teaching with horse or horse care. We do require students to still attend; there will be no make-up lessons for missing a barn lesson.

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### Riding Requirements: *(No Gum Allowed)*

- Long jeans, **riding boots** with heels (Western Stores, Allen Boots, Plato's Closet sells used boots)
- Please be aware that it can be windier and colder out in the country than in the city. We recommend having layers especially in winter/fall season; jackets, light rain jacket, Ear warmer (head band) or beanies are helpful. Riding gloves that have grippers (order those online).
- We provide riding helmets. Recommend purchase your own. (Approved horse-riding helmet)
- We recommend students to attend the clinic/camps. There are times the ranch will be closed for holidays, etc. We will let you know ASAP & schedule lessons around those dates.
- Most of our group lessons are on Saturdays, one Friday evening per month, we do offer lessons during the week based on availability. Summer schedule will vary.

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### Ranch Policies:

- We have a **no smoking policy**, also please *do not drive on grass* unless instructed, and **please drive slow on property** for the safety of everyone and our animals.
- All Students will be required to have intro/evaluation lesson prior to joining group lessons.



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M&M Ranch reserves the **right to terminate lesson services** to any rider **at any time** and for any reason. In the event that M&M Ranch terminates lesson services the balance of any remaining lessons (make-up is not included) will be mailed to the current mailing address on file within 30 days.

I have read and understand we must give **1-MONTH (30-Days written notice), dated NO Later than the THE FIRST OF THE MONTH.** If student is in (JC) Junior Volunteer Program **60-DAY WRITTEN NOTICE DATED FROM THE FIRST OF THE MONTH.** \_\_\_\_\_ I understand Notices must be submitted by email.

1) Parent/Guardian signature First: \_\_\_\_\_ Last \_\_\_\_\_ Date: \_\_\_\_\_

2) Parent/Guardian signature First: \_\_\_\_\_ Last \_\_\_\_\_ Date: \_\_\_\_\_

**If there is more than one Parent/Guardian financially responsible both parties must sign.**

