

North Texas Equestrian Center Policy and Procedures

Please read each item and initial

- _____ 1. Lesson packages are non-refundable.
- _____ 2. All lesson scheduling, cancelations, rescheduling MUST be done with the office, not the instructor.
- _____ 3. Please arrive a minimum of 15 minutes prior to your lesson time to groom and tack up the lesson horse.
- _____ 4. If you are late and tacking up cuts into your lesson time, the lesson will be shortened to the amount of time remaining in your lesson.
- _____ 5. After 3 missed lessons without contacting the office to cancel/reschedule, you will lose your recurring lesson time on the schedule and will need to contact the office to find another lesson time.
- _____ 6. If you do not give 24hrs notice for cancelation or do not show up for your lesson, you will be charged for that lesson.