



SWITCH WILLO STABLE
4829 Switch Willo Road
Austin, TX 78727
512/345-2507

LESSON POLICIES

LESSON SIGN UP

- Speak with Colleen Goodman about lesson placement and billing at 997-7779
- Complete and sign the lesson contract
- Pay the first month's tuition along with the appropriate deposit

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 riders may make arrangements to lease or half-lease a horse, subject to availability.

- Group lessons (\$200 per month, plus a \$200 deposit) – one hour, six to eight riders
- Limited group lessons (\$250 per month, plus a \$250 deposit) – one hour, three to five riders
- Semi-Private lessons (\$300 per month, plus a \$300 deposit) – 45 minutes, two riders
- Private lessons (\$350 per month, plus a \$350 deposit) – 30 minutes, one rider

LEASING

There are two options for half-leasing horses, subject to availability.

- Half-lease for a lesson horse that does not live in a stall – Lease fee of \$150.00 per month, **plus** your monthly flat rate lesson fee, per lesson. The cost of this option includes horse shoeing.
- Half-lease for a boarder-owned horse, or a lesson horse living in a stall – Lease fee of \$350.00 per month, which includes the first lesson, **plus** a flat rate of \$150 per month, per additional lesson. *The cost of shoeing is included in these fees for lesson horses living in a stall.* When leasing a boarder-owned horse, horse shoeing expenses will be negotiated directly between the lessee and the horse owner, with payment for shoeing made directly to the owner.

Allow 30 minutes prior to each lesson for grooming and tack up, and another 30 minutes after each lesson for untacking and care of the horse.

***ABSENCE FROM A LESSON REQUIRES A THREE DAY ADVANCE NOTICE
TO COLLEEN OR THE MAKE-UP LESSON WILL BE FORFEITED***

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.

***TO DISCONTINUE LESSONS, 30 DAYS WRITTEN NOTICE, DATED FROM THE FIRST OF THE MONTH, MUST BE
SUBMITTED TO YOUR INSTRUCTOR, AFTER WHICH YOU WILL BE ABLE TO RIDE OFF YOUR DEPOSIT***

Call Colleen to schedule any and all make-ups

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

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. Barn lessons are mandatory. If a student refuses to 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 are mandatory.

Optional: Additional horse supplies can be purchased at The Tack Shop of Austin, with two 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 Kopertox 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 in the main barn, catercornered from the Coke machine. 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.

Camp runs weekly, Monday through Friday, 9 am to 4 pm. If interested, check with your instructor to determine who you should speak to about summer camp.

Owners:

Glenn & Phoebe Johnson	345-4214
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Please feel free to call with any concerns which cannot be handled by your instructor.

Instructors:

Colleen Goodman, <i>Program Manager</i>	997-7779
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Lauren Barrows	703-887-4983
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Kristen Cunningham	585-9819
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Jeanie Efland	331-9779
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Jenna Fullerton	565-8862
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Allen Griffith	413-0263
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Lacy Hudson	785-6209
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Rachel Lindsey	468-3345
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Beverly Manroe	924-8562
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Senja Stevig	799-2870
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Carol Szerszen	346-4776
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Rachel Ventura	736-6130
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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 Director, Colleen Goodman at 997-7779.

MAKE-UP LESSONS

ABSENCE FROM A LESSON REQUIRES A THREE DAY ADVANCE NOTICE TO COLLEEN OR THE MAKE-UP LESSON WILL BE FORFEITED.

- ① **Make-ups are by appointment only**
- ② **Scheduled make-up lessons which are missed will be forfeited**
- ③ **Make-up lessons are to be taken within 30 days of the absence**
- ④ **A maximum of two make-ups per month is allowed**
(see lesson contract about special circumstances)
- ⑤ **Missed lessons cannot be deducted from the regular monthly riding fees**
- ⑥ **Credits cannot be applied to the following month**
- ⑦ **Refunds are not given for missed lessons**

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. Barn lessons are mandatory. If a student refuses to attend a barn lesson, the rider will forfeit any make-up without refund or credit.

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LESSON CONTRACT

RIDER INFORMATION

Rider Name _____ DOB _____ Age _____
Billing Name _____ Parent / Guardian _____ Parent / Guardian _____
Address _____ City _____
State _____ Zip Code _____
Daytime Phone # _____ Evening Phone # _____

COST OF LESSONS

Type of Lesson*	Description	Lesson Price	Plus Deposit
Group	six to eight students	\$200.00	\$200.00
Limited Group	three to five students	\$250.00	\$250.00
Semi-Private	two students	\$300.00	\$300.00
Private	one student	\$350.00 per month	\$350.00

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

TERMS OF CONTRACT

- ① Contract, account sheet, first month's payment, and final month's deposit are required to start lessons.
- ② 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 account sheet before submitting payment.
- ③ To discontinue lessons, 30 days written notice, dated from the first of the month, must be submitted to your instructor, after which you will be able to ride off your deposit.
- ④ Absence from a lesson requires a three day advance notice to Colleen Goodman or the make-up lesson will be forfeited
- ⑤ Make-up lesson policy
 - Make-ups are by appointment only—call Colleen to schedule any and all make-ups
 - 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
 - Credits cannot be applied to the following month
 - Refunds are not given for missed lessons
 - We realize that your children are involved in other activities both during the school year and throughout the summer. Therefore, under these special circumstances, and with prior approval from Colleen, we will increase the number of make-up lessons to two per month. We are more than willing to accommodate scheduling conflicts in order to prevent gaps in your child's 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 will be subject to a re-enrollment fee of \$100.00 upon their return, OR, you may choose to pay for the month of leave and schedule two 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 re-enrollment fee of \$100.00 and a new deposit will then be required to restart lessons.
- ⑥ Switch Willo Stable reserves the right to terminate lesson services to any rider at any time and for any reason. In the event that Switch Willo Stable terminates lesson services, Switch Willo Stable 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 Stable of any change of address.**
- ⑦ It is the responsibility of the rider and his/her parent or guardian to review the Switch Willo Stable 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 & EMERGENCY INFORMATION

Medication _____ Allergies _____
 Contact Name _____ Relationship _____
 Daytime Phone # _____ Alternate Phone # _____
 Doctor Name _____ Doctor Phone # _____
 Medical Insurance _____ Insurance # _____

Emergency Medical Care Authorization: I authorize SWS to obtain medial 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 _____