



HOPE Therapeutic Riding Center

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STUDENT APPLICATION PROCEDURES AND POLICIES

PROGRAM SERVICES: HOPE offers adaptive sport riding for children and adults with special needs or challenging circumstances. Through these lessons, students learn to care for their horses, groom, tack, and gain riding skills at the walk and trot. When riders are more advanced they will learn to canter and some may learn more advanced skills. Riders build confidence, strength, behavioral and emotional control, as well as develop better reading, listening and task completion skills.

LESSON SCHEDULES: We currently offer four 8 week sessions in Winter, Spring, Summer and Fall Sessions. Group lessons are 1.5 hours long, while individual lessons are 1 hour long, both of which include grooming and tacking the horses. With enough advance notice, we may add additional lesson days as necessary.

REGISTRATION PROCEDURE: HOPE accepts registrations only by appointment at the HOPE office or through the mail. Registration deadlines are provided in the separate [2010 Lesson Schedule](#). **ALL completed forms and fees must be received by HOPE on or before the registration deadline.** To better help us schedule, please indicate on the [Registration Form](#) all possible times of day the student is available.

Please make checks or money orders payable to HOPE. For your convenience, HOPE also accepts Visa and Mastercard. A \$25 fee will be charged for all checks returned due to insufficient funds. **If you are applying for a scholarship, please send all of your completed forms, including the scholarship application, so that HOPE will receive them no later than one week prior to the registration deadline. If your scholarship request is granted, all remaining fees must be submitted by the registration deadline.**

The Head Instructor will notify students of their lesson times after the close of registration.

RETURNING STUDENTS: If you started lessons in 2007, 2008 or 2009, your [Medical History & Physician's Statement](#) form on file is still valid, unless you have experienced major health changes. This form is good for only 3 years so students participating in HOPE prior to 2007 will need to resubmit that form completed by their health care provider.

To register for lessons, submit a [Registration Form](#) indicating available times for lessons along with the full amount of the fees for that session. If you are reapplying for a scholarship, please also submit the required [Scholarship Application](#) along with your Registration Form. Once a year a new [Authorization for Emergency Medical](#) form must be completed by the student or his/her parent or guardian.

NEW STUDENTS: New students must submit the full packet of application forms:

Registration Form

Participant's Application and Health History

Authorization for Emergency Medical Treatment

Photo Release

Confidentiality Agreement

Participant's Consent for Release of Information

Participant's Medical History & Physician's Statement (to be completed by the student's health care provider)

Scholarship Application (if applicable)

In addition to screening via the application paperwork, it is important that we assess your needs and determine whether we can provide services to meet your goals safely and effectively. To do this, we require an onsite assessment prior to final acceptance of any new student into the program. The assessment may take from 1 to 1.5 hours and requires a nonrefundable student assessment fee of \$30.00 payable at the time of registration, along with the lesson fees.

Assessments will be scheduled after the complete application and fees are received. Please be sure to attend the assessment as scheduled or call more than 24 hours in advance to reschedule. Students accepted into the program receive guidelines explaining **Student Responsibilities** and **Horse Sense Safety Rules**. Because family, guardians and friends often accompany the students, we recommend that they become familiar with these guidelines as well. In this way, they can reinforce the students' knowledge about horses, safety and personal responsibility.

LESSON COSTS: To keep lesson fees affordable, HOPE subsidizes over \$600 per student per session. Funds must be raised in order for HOPE to continue these subsidies and work to expand services offered. **After registration, we will ask you to sign up to help with at least one (1) HOPE event or fundraiser, or to help at least three (3) hours with a program project each session** coordinated in advance with the Executive Director or Instructor.

SCHOLARSHIPS: During each session in which the student enrolls, the student or family must qualify for aid by submitting the **Scholarship Application** form with information which meets HOPE's financial aid criteria. In addition, during each session, the scholarship student or his/her family must provide assistance with at least 2 HOPE special events or fundraisers, or help with at least 6 hours of program projects coordinated in advance with the Executive Director or Instructor. With your help, the money raised sustains your scholarship funding.

LESSON CANCELLATIONS/ABSENCES: If you register for a session and then decide not to take lessons that session, your fees will be refunded as follows. HOPE will keep \$30 of your fees as a nonrefundable deposit. If you cancel your session participation more than two weeks before lessons start, we will refund all of your fees, minus the \$30 deposit. If you cancel your session participation two weeks or less before lessons begin, we will refund half of your fees after deducting the \$30 deposit.

We are unable to offer make-up lessons or refunds for missed lessons. A credit toward the next session will be applied only for lessons missed when notification of absence is received by HOPE one week or more in advance of the missed lesson. Advance notification enables volunteers to be notified as well as lesson horse needs to be reassessed. To ensure the greatest progress towards your goals, we strongly encourage attendance at every lesson. In order to be fair to other students, our volunteers and staff, **students arriving more than 15 minutes late for their lesson will be unable to participate in that day's lesson and no refund or credit will be given for that lesson.**

Please read, check, sign, and return this portion by the registration deadline.

Student Name _____

- I understand that **all forms must be completed and submitted on or before the registration deadline or my student will probably have to wait for the next session.**
- I understand that **HOPE requires that all lesson fees and any applicable new student assessment fee for each session be paid with the submission of the application forms.**
- I understand that if I am enrolling a new student, HOPE requires a non-refundable \$30.00 assessment fee to be paid with the submission of the application and registration form. New student assessments will be scheduled by appointment after the registration deadline.
- I understand that after registration HOPE will require that I sign up to help with at least **1** HOPE event or fundraiser, or help at least **3** hours with a program project each session.
- I understand that if I apply for financial assistance that during **each** session in which the student is enrolled, I must show financial need **PLUS** provide assistance with at least **2** HOPE events or fundraisers, or help with at least **6** hours of program projects coordinated in advance with the Executive Director or Instructor.
- I understand that there will be no make-ups for missed lessons nor any refund of fees for lessons missed. A credit toward the next session will be applied only for lessons missed when **notification of absence is received 1 week or more in advance.**
- I understand that if I cancel participation in a session, HOPE will in all cases keep the \$30 non-refundable deposit. Further, if I cancel more than two weeks before the beginning of the session, HOPE will refund my fees minus that deposit and that if I cancel two weeks or less before the beginning of the session, HOPE will refund half of my fees minus that deposit.

Parent or Guardian Signature _____ Date _____

“Discover Your Abilities . . . Grab the Reins of Life!”