**Billing Schedule**

* Group Lesson (60 Minutes) - $50
* Private Lesson (30 Minutes) - $60
* Private Lesson (45 Minutes) - $70

*100% of clients receive client assistance, paying only 20% of the actual cost of a session. Additional client assistance funds are available based on need. Client assistance applications must be completed and returned to Reining Strength two weeks prior to the start of the session. Please email Alisa at alisa@reiningstrength.org to receive a client assistance application.*

 Printed Name of Client

 Signature of Client Date

(or parent/guardian if Client is under the age of 18)

**Billing Policy**

* Billing will be assessed per session rather than monthly. Sessions vary between 8-12 weeks.
* Payment for the session must be paid prior to the first day of lessons.
* Failure to pay invoices in a timely manner will result in the loss of an individual’s time spot.
* Third-Party funding must be secured two weeks prior to the start of the session.
* Clients receiving funding through a third-party agency will be responsible for any cancellation or no-show fees. This includes STARKIDS, Class Wallet and Arms Wide.

*Sessions may be paid in two installments. To arrange a payment plan, please email Alisa Franks to arrange a payment schedule at* *alisa@reiningstrength.org**.*

 Printed Name of Client

 Signature of Client Date

(or parent/guardian if Client is under the age of 18)

**No-Show and Cancellation Policy**

 Approved absence will no longer be permitted.

 Cancelations must be received in one of two ways:

* Calling the office at 832-451-6874 and leaving a voicemail message or speaking with a staff member.
* Texting 346-732-6930

 **Multiple no-shows could result in discharge from the program and/or loss of additional client assistance funding.**

 If a client is returning after an injury or hospital stay, a note from the physician must be provided to return to RSTH services.

 Please arrive ten minutes early for your class. If the arena gate is closed and the class has begun, late arrivals will not be permitted to ride.

 In the event of a session cancellation due to inclement weather, Reining Strength will notify the Client/Participant or the Client’s representative. Please ensure that Reining Strength has a current phone number and email for notification purposes. When possible, a make-up lesson will be offered. If Reining Strength is unable to provide a make-up, then clients will receive a tuition credit for the following session. This also applies if the facility needs to close for any reason, such as maintenance purposes.

*Cancellations for special circumstances such as extended leave for extensive medical reasons, surgeries or procedures will be considered on a case-by-case basis.  This does not include cancellations for colds, flu, etc.*

“No-Show, No-Calls” Result In:

Decrease in recruiting and retaining volunteers.

Unnecessary tacking and untacking of our horses.

Inefficient use of staff and volunteers.

**I HAVE READ AND UNDERSTAND WHAT IS WRITTEN AND AGREE TO FOLLOW THE POLICIES AND PROCEDURES SET FORTH BY REINING STRENGTH THERAPEUTIC HORSEMANSHIP.**

 Printed Name of Client

 Signature of Client Date

(or parent/guardian if Client is under the age of 18)