



Double Diamond Equestrian Center LLC
4205 FM 307 Midland, Texas 79706
doublediamonddec@gmail.com
432-692-0255



Riding School Tuition Contract

This Riding Lesson Tuition Contract is entered into on _____,
by and between: (DATE)

Riding School Director: Sarah Staley
Address: 4201 FM 307 Midland, Texas 79706
Phone Number: 432-692-0255
Email Address: doublediamonddec@gmail.com

And

Student: _____

Parent/Guardian (if applicable): _____
(if the student is under 18, include the guardian's information)

Address: _____

Phone Number: _____

Email Address: _____

Our horses receive care 365 days a year, the costs associated with the facility, employees, and equine care are incorporated into the price of the monthly tuition fees.

This ensures continuous and consistent care throughout the year, allowing us to provide you with high-quality equine animals essential to the success of our riding school.

1. Services Provided

At Double Diamond Equestrian Center, we offer convenient monthly tuition options designed to provide comprehensive access to our riding school program. Each package includes a variety of services and benefits tailored to enhance your riding experience. The following packages are available:

Please sign under the tuition package chosen.

Junior Rider Monthly Tuition (Ages 4-6)

Package #1

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$175.00
- **Total Initial Payment:** \$325.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- **Lesson Credit:** \$125 per month, applicable towards:
 - Weekday Private Lessons: \$62.50 - \$125 (depending on time of day)
 - Saturday Private Lessons: \$125

❖ **SIGN HERE:** _____

Package #2

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$250.00
- **Total Initial Payment:** \$400.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- **Lesson Credit:** \$250 per month, applicable towards:
 - Weekday Private Lessons: \$62.50 - \$125 (depending on time of day)
 - Saturday Private Lessons: \$125

❖ **SIGN HERE:** _____

Package #3

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$475.00
- **Total Initial Payment:** \$625.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- **Lesson Credit:** \$500 per month, applicable towards:
 - Weekday Private Lessons: \$62.50 - \$125 (depending on time of day)
 - Saturday Private Lessons: \$125

❖ **SIGN HERE:** _____

2. Senior Rider Monthly Tuition (Ages 7-18)

Package #1

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$200.00
- **Total Initial Payment:** \$350.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- Access to the Student Work Program
- **Lesson Credit:** \$175 per month, applicable towards:
 - Weekday Private Lessons: \$87.50 - \$175 (depending on time of day)
 - Saturday Private Lessons: \$175

Exclusions:

- Class lessons are not available with this package.

❖ **SIGN HERE:** _____

Package #2

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$350.00
- **Total Initial Payment:** \$500.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- Access to the Student Work Program
- Year-End Horse Shows and Awards
- **Lesson Credit:** \$350 per month, applicable towards:
 - Weekday Private Lessons: \$87.50 - \$175 (depending on time of day)
 - Saturday Private Lessons: \$175
 - Class Lessons: \$50 - \$125
 - Summer Clinics: \$350

❖ **SIGN HERE:** _____

Package #3

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$675.00
- **Total Initial Payment:** \$825.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- Access to the Student Work Program
- Year-End Horse Shows and Awards
- **Lesson Credit:** \$700 per month, applicable towards:
 - Weekday Private Lessons: \$87.50 - \$175 (depending on time of day)
 - Saturday Private Lessons: \$175
 - Class Lessons: \$50 - \$125
 - Summer Clinics: \$350

❖ **SIGN HERE:** _____

3. Adult Monthly Tuition (Ages 19 and above)

Package #1

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$200.00
- **Total Initial Payment:** \$350.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- **Lesson Credit:** \$175 per month, applicable towards:
 - Weekday Private Lessons: \$87.50 - \$175 (depending on time of day)
 - Saturday Private Lessons: \$175

❖ **SIGN HERE:** _____

Package #2

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$350.00
- **Total Initial Payment:** \$500.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- **Lesson Credit:** \$350 per month, applicable towards:
 - Weekday Private Lessons: \$87.50 - \$175 (depending on time of day)
 - Saturday Private Lessons: \$175

❖ **SIGN HERE:** _____

Package #3

- **Initial Setup Fee:** \$150.00
- **Monthly Fee:** \$675.00
- **Total Initial Payment:** \$825.00

Includes:

- Riding Helmet
- Study Guides: Horse Sense, Horsemanship, and Horse Centered
- **Lesson Credit:** \$700 per month, applicable towards:
 - Weekday Private Lessons: \$87.50 - \$175 (depending on time of day)
 - Saturday Private Lessons: \$175

❖ **SIGN HERE:** _____

Tuition and Cancellation Policy

Tuition Payments:

1. **Auto-Drafting:** Monthly tuition is based on an **annual** value and will be automatically charged to the credit or debit card on file. Charges will start on the first day of enrollment and continue monthly thereafter.
2. **Commitment:** A minimum commitment of 3 months is required to enroll, as consistent practice is essential for progress.
3. **Missed Lessons:** Monthly tuition is due in full regardless of missed lessons. To maximize the program's benefits, prioritize and attend your scheduled lessons.
4. **Time off:** Monthly tuition fees will be charged regardless of any time off taken by students, including holidays, vacations, or summer breaks. Credits accrued can be used at a later time, but the monthly tuition remains due each billing cycle for the entire 12 months of the year.
5. **No Pauses:** Tuition payments cannot be skipped/paused for any reason.
6. **Late Fees:**
 - ❖ If an auto payment is declined, a \$35 processing fee will be charged, in addition to a \$5.00 late fee for each day the payment remains unpaid. Late fees will be billed to you and must be settled before the student can access the scheduling program.
 - ❖ It is your responsibility to ensure that the card on file remains updated and that sufficient funds are available for each monthly payment. Clients can update their credit card information by logging into their account as needed.
7. **Withdrawal for Late Payments:** Students with payments more than 30 days overdue will be immediately withdrawn from the riding school. All credit and future lessons will be lost at this time.

Cancellation Policy:

1. **Withdrawal Notice:** Students can withdraw with a **30-day notice** after the **3-month** commitment period. Any lesson credits or future bookings will be **forfeited** at this time.
2. **Credit Policy:** Accrued credits remain on the student's account until the contract is canceled. **No refunds** are given for unused credits.
3. **Cancellation Fees:**
 - ❖ **Without Notice:** \$250 cancellation fee.
 - ❖ **Before 3-Month Commitment Ends:** Full payment for the 3 months plus a \$250 cancellation fee.
4. **Cancellation Procedure:** To cancel your contract, email doublediamonddec@gmail.com. Verbal cancellations are not accepted.

Riding School Policies:

We appreciate your commitment to adhering to our policies, designed to ensure a positive and safe experience for all participants. By enrolling in our riding school, you acknowledge and understand the following policies:

- 1. Introductory Level Classes:** All new students entering our riding program must begin with Intro level lessons. These lessons provide a foundational understanding of horsemanship and riding techniques, ensuring a safe and enjoyable learning experience.
- 2. Progression Criteria:** All lessons have a set curriculum. Moving to the next level is based on more than just participation. Each student must demonstrate proficiency and mastery of skills in their current level before advancing. This includes consistent performance, muscle memory development, and horsemanship skills maintenance. Due to the importance of understanding and practicing the basics, many individuals may need to repeat a level until they are comfortable with the skills they have acquired.
- 3. Regular Participation:** Given the complexity of horseback riding, it's essential for students to maintain their skills on a regular basis. Therefore, if a student has been unable to participate in any riding classes, clinic, or private lessons for 3 months or longer, they may be required to repeat a level lower than their previous placement.
- 4. Commitment to Instruction and Realistic Expectations:** we are dedicated to providing high-quality instruction and support to help our riders achieve their goals. However, it's important to understand that the results of the riding program are influenced primarily by the abilities and efforts of the student.
 - ❖ Each rider progresses at their own pace, shaped by factors such as dedication, practice, natural talent, and individual circumstances. While our instructors are committed to creating a supportive learning environment and offering expert guidance, the ultimate outcome depends on the student's commitment and determination.
 - ❖ We want to be clear that the riding school does not warrant or guarantee any specific level of performance or results. We value honesty and transparency, and we aim for our riders and their families to have realistic expectations about their journey with us.
 - ❖ We encourage all riders to approach their training with enthusiasm, perseverance, and a positive attitude. Progress is a journey, and every step forward, no matter how small, is worth celebrating.
- 5. Communication with Instructors:** During lesson hours, our instructors are dedicated to providing top-quality instruction to all students. As such, they may not have time to discuss individual goals and concerns during lessons. To ensure that your needs are addressed thoroughly, we kindly request that you schedule a conversation/meeting with your instructor.
- 6. Scheduling Changes and Concerns:** We value open communication and want to ensure that your experience with us is positive and rewarding. If you have any scheduling changes or concerns about the program, please communicate them promptly by email to doublediamonddec@gmail.com. This ensures that your messages are received and addressed in a timely manner.

- 7. Coachability and Attitude:** We expect all clients to be coachable, positive, and maintain a good attitude throughout their participation in our riding program. Like any worthwhile endeavor, it requires passion and perseverance.
- 8. Instructor Approach and Flexibility:**
- ❖ Our instructors are skilled, determined, and dedicated to helping each student achieve their riding goals. We understand that students may need different roles at various times, whether it's a coach rather than a teacher or a mentor instead of a friend.
 - ❖ With the support of our horses, our instructors will guide each student in building confidence, self-discipline, and essential life skills such as leadership and teamwork.
 - ❖ We ask that students, parents, and guardians trust our judgment and allow us the flexibility to instruct based on the needs of each horse and rider combination. Students will experience both challenging and enjoyable lessons, as learning to ride is a journey that involves both effort and enjoyment.
- 9. Health and Weight Requirements:** Horseback riding is a demanding and intricate sport that requires strength, endurance, and coordination. We expect our students to approach it with the same seriousness as any other sport. For the safety and well-being of our horses, riders using the school's horses must be under 165 pounds and have a BMI of 25 or less. These restrictions do not apply to riders who provide their own horses for lessons.
- 10. Horse ownership requirements:** Any students wishing to participate in upper level (4 and above) lessons/classes/clinics or competitions outside of our facility must purchase or lease their own horse.
- 11. Scheduling:** Once enrolled, each student will have the flexibility to register for classes or private lessons at their convenience through our scheduling website.
- 12. Private Lessons:**
- ❖ **Ages:**
 - 4-6 year olds 30-minute lessons
 - 7 year olds and above: 45-minute lessons
 - ❖ **Availability:** Private lessons are offered year-round, with availability varying by day of the week and scheduled outside of class and clinic times.
 - ❖ **Cancellation and Rescheduling:** To cancel or reschedule a private lesson, please provide at least 48 hours' notice. You can do this through the original confirmation email or by logging into your student account. Lessons missed or canceled with less than 48 hours' notice will not be credited.
 - ❖ **Late Arrival:** If a student is 10 minutes late for a private lesson, they will be considered absent and will forfeit mounted instruction for that day. This policy helps ensure proper preparation and exercise of our horses and keeps our schedule on track.
 - ❖ **Credit Roll-Over:** Unused credits for canceled lessons will roll over to the following month unless the student has been withdrawn from the riding school.

13. Class lessons:

- ❖ **Ages:** 7-18 years old
- ❖ **Registration:** Students must register for all available dates and times for each class offered during the designated months. The class periods are as follows:
 - **Fall:** September - November
 - **Winter:** January - February
 - **Spring:** March - May
- ❖ **Rescheduling and Credits:** Class lessons cannot be rescheduled, credited, made up, or canceled by individual participants unless canceled by the facility.
- ❖ **Late Arrival:** If a student is 5 minutes or more late for a class, they may audit the class and assist the instructors but will forfeit mounted instruction for that day. This policy ensures proper preparation and exercise of our horses and maintains our schedule.
- ❖ **Class Levels:** Students may only register for and participate in classes that match their current level. If you are unsure of the appropriate classes, please contact our director by email.
- ❖ **Credit Roll-Over:** Any unused credit for classes will roll over to the following month unless the student has been withdrawn from the riding school.

14. Summer Clinics:

- ❖ **Ages:** 7-18 years old
- ❖ **Dates:** May-August
- ❖ **Registration:** Clinic spots are limited, so early registration is encouraged.
 - **New Student Clinics:** These clinics are specifically for students who are not currently enrolled in the riding school or current students that are still working on their intro level horsemanship skills.
 - **Current Student Clinics:** These clinics are specifically for students who are currently in level one or above in our school.
- ❖ **Rescheduling and Credits:** Students can change their enrollment for a clinic if they give at least 15 days, so that spot can be filled by another student. If 15 days is not given, credit for the clinic will not be issued to their tuition account.

15. End of the year Horse Show:

Each May, we host a horse show for our current riding school students to participate in. This gives the students the opportunity to compete against their peers and show off the horsemanship skills they have been working on.

- Only students that are currently enrolled are allowed to participate in the end of the year horse show.
- Entry forms and general information will be sent out March 15th.
- Early entries are due April 1st.
- Late entries are due April 15th. (NO EXCEPTIONS)

16. Student Work Program

At Double Diamond Riding School, we proudly offer the Student Work Program, designed to teach commitment and responsibility while enhancing students' riding, training, and horsemanship skills.

❖ Program Eligibility:

- Applicants must be at least 7 years old.
- Enrollment in the Double Diamond lesson program and successful completion of the into level is required.
- Students must have reliable transportation to and from the barn on their scheduled shift days.

❖ Program Details:

- **Educational Opportunity:** Students volunteer their time in exchange for hands-on experience in the equine industry, gaining skills in both riding and stable management.
- **Tasks:** Duties include horse care, stable management, grooming, tacking up, and assisting with lessons and training sessions.
- **Additional Instruction:** Participants receive extra horsemanship instruction beyond their regular weekly lessons.
- **Life Skills:** The program emphasizes teamwork, responsibility, goal setting, time management, work ethics, problem-solving, patience, leadership, and self-confidence.
- **References:** Double Diamond management will provide references for students who demonstrate proficiency and dedication.

❖ Requirements:

- Students must be hardworking, determined, and committed to learning and succeeding.
- Ability to work independently and as part of a team is essential.
- Contribution to the positive atmosphere of the barn is required.

❖ Duties Include:

- Barn chores, feeding, turn-out, mucking stalls, watering horses, grooming, tacking up and down, administering first aid treatments, and assisting instructors.

❖ Program Schedule:

- **Available Periods:** September-November & March-May
- **SWP Hours:** Monday-Thursday, 4:00-6:45 pm
- **Scheduling:** Required at least 5 days in advance.

Students wishing to be at our facility outside of their lesson times must be on the Student Work Program schedule. This schedule can be found on the student work program tab on our website.

At Double Diamond Riding School, we believe the Student Work Program offers invaluable opportunities for personal and professional growth. We encourage students to take advantage of this program to build skills, expand knowledge, and lay a strong foundation for future success.

17. Liability and Medical Release Requirement:

To ensure the safety and well-being of all participants in our riding program, it is mandatory for every student to have a current notarized liability release, medical release, and medical history form on file in our office before participating in any lesson. These forms must be renewed each calendar year.

These releases serve as important legal documents that outline the risks associated with horseback riding and acknowledge the participant's understanding and acceptance of these risks. Additionally, the medical release provides crucial information about any pre-existing medical conditions or allergies that may impact the student's participation in riding activities.

Having these releases on file allows us to maintain accurate records and ensure that appropriate precautions are taken to safeguard the health and safety of our students.

We kindly ask all students to complete and submit the necessary liability and medical release forms as soon as possible to avoid any delays in participating in lessons.

18. Rider attire and footwear:

To ensure your safety and comfort during riding lessons, please adhere to the following attire and footwear guidelines:

- **Proper Attire:** All riding students must wear appropriate attire to every lesson.
- **Clothing:** Wear long pants, preferably jeans or English riding pants, to protect your legs while riding. Avoid extremely loose or baggy clothing as it may pose a safety hazard.
- **Footwear:** Slick sole boots with at least a 1-inch riding heel are required. Proper riding boots provide stability and grip in the stirrups, enhancing your control and balance while riding.
- **Accessories:** Avoid wearing hats that may fly off while riding, dangling jewelry, necklaces, or rings that may interfere with the use of reins, and hoods that may obstruct your visibility. All jackets must be zipped to prevent loose ends from catching on equipment.
- **Hair:** For safety reasons, all students must have their hair securely tied back and away from their faces. Long hair should be in a low ponytail that does not interfere with wearing a helmet.
- **Chewing Gum:** Students are not allowed to chew gum while working with horses on the ground or while riding. This rule ensures your focus and prevents potential choking hazards.
- **Hydration:** It's essential to stay hydrated during physical activities, so remember to bring a bottle or jug of water to your lesson.

19. Helmet Policy:

At Double Diamond Equestrian Center, safety is our top priority, especially when it comes to mounted activities. Ensuring that all riders wear properly fitted and certified helmets significantly reduces the risk of head injuries and enhances the overall safety of our equestrian activities. Therefore, we have implemented the following helmet policy:

- ❖ **Age Requirement:** Helmets are mandatory for every student under the age of 18 during all mounted activities.
- ❖ **Safety Standards:** We adhere to strict safety standards and recommend equestrian helmets that meet the current ASTM F1163 standard and are certified by the Safety Equipment Institute (SEI). These helmets provide the best possible head protection for horseback riding activities.
- ❖ **Helmet Availability:** Double Diamond Equestrian Center LLC offers helmets for purchase at our facility to ensure every student has access to appropriate head protection during their riding lessons. Helmets must be purchased and fitted ahead of time. We cannot allocate time during lessons, classes, or clinics for fitting or purchasing helmets. Please make arrangements to complete this process before your scheduled lesson or clinic.
- ❖ **Forgotten Helmets:** If a student arrives for a lesson/class/clinic without a helmet, they will not be able to participate in mounted activities for that day.

20. Upon arrival to our facility:

We appreciate your commitment to being punctual for your lesson. To ensure a smooth and efficient experience for all participants, please review the following arrival instructions:

1. **Late Arrival Policy:** If you are 10 minutes late for **private** lessons or 5 minutes late for a **class**, you will be considered absent for your lesson and forfeit mounted instruction for that day. This policy ensures the proper preparation and exercise of our horses and keeps our schedule running on time.
2. **Timeliness:** It is imperative that you arrive on time for your lesson. However, please note that our staff has a tightly scheduled day and will not be able to accommodate you any earlier than 5 minutes before your scheduled lesson time.
3. **Parking:** Parking is available on the west side of our indoor arena. Please park your vehicle in this designated area.
4. **Entrance:** Once parked, make your way to the furthest south door on the west side of the indoor arena. This entrance will lead you to our facilities.
5. **Check-In:** Upon entering, please proceed to the office, which is located up the stairs. Our staff will be available to assist you with check-in procedures and any inquiries you may have.
6. **Patience:** If you find that the southwest bay door is closed upon your arrival, it indicates that we are still in a lesson and not yet ready for your arrival. We kindly ask for your patience in such instances. Please wait in your vehicle until the door is opened for you.

7. Observation Policy:

- ❖ Anyone wishing to watch a lesson, class, or clinic must enter the building with the student. Once a lesson, class, or clinic has started, the southwest door will be closed and will not reopen until the session is complete.
- ❖ For the safety and focus of our students and staff, non-participants are not allowed in the barn. Our primary concern is the well-being of the students, and we believe they perform better without additional observers. Please ensure that any accompanying children always remain in your vehicle or in the designated upstairs observation areas.

8. Respect for Horses: We request that you refrain from walking around the barns, petting, or feeding the horses while waiting in your vehicle. This policy is in place to ensure the safety and well-being of our equine partners. All animals on the property are on strict feeding programs, and not all animals are friendly.

9. No Dogs Policy: Dogs are NEVER allowed on the property.

We believe that adhering to these guidelines ensures a structured and safe learning environment for all our riders. Thank you for your understanding and cooperation in maintaining these standards.

This Agreement is to be construed in accordance with and governed by the internal laws of the State of TEXAS, USA.

21. Signatures

Student Name: (Printed)

(Authorized Representative)
Double Diamond Equestrian Center LLC

Signature:

Parent/Guardian if student is under 18: (Printed)

(Authorized Representative) Signature

Parent/Guardian if student is under 18: (Signature)

Date: _____

Date: _____