



**Pikes Peak Therapeutic Riding Center**

13620 Halleluiah Trail

Elbert, CO 80106

719-495-3908 fax 719-494-1689

www.pptrc.org

## PPTRC Registration Information

Dear Riders and Parents,

December, 2009

We hope you find the **on-line** registration easy to use. We will also accept registration forms faxed, hand-delivered or mailed. The registration period is for one week; please consult the **Year Schedule 2010** for registration and session dates. **Winter Session dates: January 25 – March 20, 2010.**  
**Winter Session registration period: December 7 – December 11, 2009.**

All sessions are 8 weeks long, with the exception of our Holiday session which is 6 weeks. Group classes consist of 3-5 riders and are one hour long with approximately 45 minutes of lesson time; semi-privates are two riders and are 45 minutes long, with approximately 35-40 minutes of lesson time; private lessons are one rider and are 45 minutes long with approximately 40 minutes of lesson time (private lessons are scheduled by request only). PPTRC reserves the right to conduct ground lessons if we do not have the proper number of volunteers needed to safely conduct a riding class.

**New riders** cannot register for classes until an **evaluation** has been completed. Riders transferring from hippotherapy to therapeutic riding also require an evaluation prior to registration. Please call our office for more information and to schedule your evaluation.

**CANCELLATION POLICIES:** PPTRC instructors and staff have the right to cancel classes at any time for safety reasons. No refunds are given due to rider illness or rider cancellations. If PPTRC cancels class, a credit will be issued for the next session. Credits are not given to riders receiving funding support from the PPTRC Rider Support Fund or other organizations/agencies.

Your instructors, volunteers and horses would greatly appreciate as much advance notice as possible when you cannot attend class. If you have any questions or comments, please feel free to email or call the office.

If we do not have a **current (within one year) Rider Release Form and Physician Statement Form**, the rider will be asked to submit updated forms before he or she can ride.

**PPTRC requires authorization letters from funding agencies BEFORE a rider can register for each session. Letters from agencies must be submitted on letterhead and can be faxed (719-494-1689) or mailed to the Office Manager's attention. Please contact your funding agency NOW to begin this process.**

If you have any questions on payment or are in need of assistance from the Rider Support Fund (RSF), please call the office. Remember, applications for the RSF must be submitted with registration along with deposit – no applications will be accepted after the registration deadline. Carefully read the on-line information sheets regarding updated policies.

**To register:**

- Please review the **online class schedule**, and select a first and second choice class that match the class grouping you have been assigned. Return the registration by e-mail, fax, PPTRC drop box (outside of office door) or in person, along with payment, ASAP. Payment is required at time of registration.
- Registration is on a first come, first serve basis. If there is availability in the class, you will be registered for your first choice. If not, you will be registered for your second choice, or we will call to try to find another time that is available.
- You will receive a confirmation by e-mail or phone.
- PPTRC reserves the right to cancel classes that do not fill and to change the class time to accommodate the majority of riders. Please understand that PPTRC needs to schedule instructors, volunteers and other activities – we do the best we can to accommodate everyone.

Rider Name: \_\_\_\_\_ Class Grouping: \_\_\_\_\_

Day and time of first choice: \_\_\_\_\_ Day and time of second choice: \_\_\_\_\_

Parent Name if under 18: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell Phone (circle which): \_\_\_\_\_

Email: \_\_\_\_\_

Type	8 Week Session	6 Week Session	Cost
Group; 3-5 riders	\$240	\$180	\$30/week
Semi-Private; 2 riders	\$280	\$210	\$35/week
Private; 1 rider	\$328	\$246	\$41/week

**PAYMENT MUST BE INCLUDED WITH REGISTRATION**

*It costs PPTRC \$100 a lesson. The remainder of the fee is underwritten by generous donors.*

- Check or money order
- Cash (in-person only)
- Completed Rider Support Fund application – minimum of \$25 per rider is due with registration.
- Credit Card payment (call PPTRC)
- \*\*Paid by other agency or benefactor: Name and contact information: \_\_\_\_\_

**\*\*If paid by other agency or person, include proof with this form**

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*Staff only:*

Date received by PPTRC: \_\_\_\_\_ Date Confirmation slip given/sent: \_\_\_\_\_