



## **A20 - Billing Practices & Procedures**

Cost for therapeutic riding is \$25 per lesson. Commitment for a 12 week semester is required.

Billing for Therapeutic Riding lessons will be invoiced at the end of each month by the Executive Director or Administrative Assistant. Responsible parties may choose between email or postal service delivery.

Applications for scholarships for private riders can be found on the Turning Point website. Applications must be turned in to the Executive Director in advance of the rider's first monthly bill. Amount of scholarship is based upon financial need and approved by the Turning Point Board of Directors. Scholarships are not awarded in cash, but in a reduced tuition billed.

In the case that Turning Point cancels lessons, they will not be made up but riders will not be billed for cancelled sessions. If payment has been made in advance, credit will be given against future charges.

Absences are excused if given at least 24 hour notice. If classes are missed 3 consecutive weeks, the participant loses their spot if there is a waiting list.

Invoices must be paid within 30 days of receipt. If a rider has an outstanding balance at the end of the semester, they may not sign up for the next semester until their account is paid in full.