



## Accra Polo Club Riding Academy – Terms & Conditions

**Term Dates: 15th August – 31st October 2025**

### 1. Registration & Payment

- All students must **confirm participation by Friday, 8th August 2025** by completing the online registration form.
- **Full payment is due by Wednesday, 13th August 2025.**
  - **Riding and Polo Playing Members:** \$250
  - **Social & Sports Members:** \$500
  - **Non-Members:** \$1000
- Payments are **non-refundable** unless cancellation is made in writing on or before **Wednesday 20th August 2025** and approved by the Academy Committee.

### 2. Lesson Allocation

- Students will be assigned to specific **lesson blocks based on ability level** and availability.
- Once assigned, **lesson times remain fixed for the duration of the term**. Changes can only be made at the **discretion of the Academy** and are subject to slot availability.
- Each student will have **2 scheduled lessons per week**.
- Students will be grouped by ability (beginner, intermediate, advanced) and assigned to available lesson slots on a **first-come, first-served basis**.

### 3. Attendance & Punctuality

- Riders are expected to arrive at the stables **10 minutes before their scheduled lesson time** to ensure they are mounted and ready to start promptly.
- **Late arrivals** may not be permitted to join the lesson, it will be at the coach's discretion. If permitted, the lesson will **still end at the originally scheduled time** to respect the next group's schedule.

### 4. Missed Lessons & Make-Ups

- If a student cannot attend a lesson, **advance notice must be given via WhatsApp** to the Academy Office.
- **Make-up lessons** will be provided at **designated times throughout the term**, but cannot be guaranteed for all missed sessions.
- Where the **Academy cancels or reschedules a lesson**, we will provide as much advance notice as possible and communicate changes via the **Academy WhatsApp group**. In these cases, a make-up lesson will be offered.

### 5. Communication

- All official communications (e.g., cancellations, updates, schedule changes) will be made through the **Academy WhatsApp group**. Parents and students are expected to monitor this channel regularly.

### 6. Concerns & Complaints



- Any concerns, feedback, or complaints should be directed to the **Academy Committee via Emmanuel in the Office**.  
We are committed to resolving all issues in a timely and constructive manner.