

# The Riding Academy Cancellation Auto Form

**Mail:**  
30300 Garbani Rd  
Menifee, Ca. 92584.

**At the Ranch:**  
Put in the black box  
near the soda machine.

**Email:**  
theridingacademy@hotmail.com

(Please Print)

Name on card or billing name \_\_\_\_\_ Phone # \_\_\_\_\_  
Billing Day \_\_\_\_\_  
E-mail \_\_\_\_\_

Student's Name \_\_\_\_\_ Lesson Day \_\_\_\_\_ Hour \_\_\_\_:\_\_\_\_\_  
Student's Name \_\_\_\_\_ Lesson Day \_\_\_\_\_ Hour \_\_\_\_:\_\_\_\_\_  
Student's Name \_\_\_\_\_ Lesson Day \_\_\_\_\_ Hour \_\_\_\_:\_\_\_\_\_  
Miscellanies Monthly Charges \_\_\_\_\_

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ & Time \_\_\_\_\_

\*Preferred Lesson Cancellation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Remember Cancellation Auto Forms received at least 48 hours before the next billing date will cancel the next billing. In the event your cancellation form is received less than 48 hours before your next billing date, you will be charged for the next month. For example, if you turn in a cancel form on 2/12/14 and your next billing date is the 13<sup>th</sup> you will be charged on 2/13/14. If The Riding Academy is closed, we will not be processing cancellation forms. See the calendar on our web site [www.theridingacademy.net](http://www.theridingacademy.net) or the tack room wall for dates that The Riding Academy is closed. There are no refunds or credits for partial months. Accounts canceled within the first 3 months will be charged a \$20.00 processing fee. All fees and charges are nonrefundable.

If you have missed lessons and would like to make them up please do so before your cancel date. Make ups are for actively enrolled students ONLY.

\*Please confirm that the billing charges have been canceled call me at 1(951)301-9272 or e-mail: theridingacademy@hotmail.com

Thank you for being a part of The Riding Academy, we appreciate your business.

You can sign up again at any time.

Best wishes,  
Sarah & Rusty Hill

Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use only	Date ____/____/____	Time ____:____	received
	Date ____/____/____	Time ____:____	processed

\_\_\_ Q auto \_\_\_ Auto \_\_\_ Schedule