



STOP FORM

PLEASE READ CAREFULLY BEFORE FILLING UP THIS FORM

- 1) It is mandatory for the Rider to give **two (2) week's notice** to the Riding Office of his/her intention to stop riding or schooling, whether temporarily or permanently **effective from 1 July 2014**. Riders must give **one month's notice** to cancel Pony Club and leases. Please refer to the Riding Section Rules and Regulations.
- 2) Fees are chargeable monthly, any Rider who misses/stops his/her lessons in the course of the month without giving due notice will still be charged and no make-up lesson will be scheduled.
- 3) Complete stoppage means stopping for good; e.g. leaving Singapore.
- 4) Temporary stoppage means stopping for vacations, school examinations, etc.
- 5) Riders who wish to resume his/her regular slots or leases can do so by paying 50% of the lesson or lease fee.
- 6) Riders who choose not to reserve their regular slot, the slot will be advertised as available on the weekly lesson availability sheet. There is no guarantee their regular slot will be available on their return.

To resume lessons, please contact the Riding Office on return.

Rider's Name: _____

Membership No.: _____ Tel No.: _____

Email Address: _____

Current Lesson Schedule (please indicate Instructor's name in the box against the lesson time)

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM						
7:45 AM						
8:30 AM						
9:15 AM						
4:00 PM						
4:45 PM						
5:30 PM						
6:15 PM						
7:00 PM						
7:45 PM						

Period of Stoppage: _____

Reason for Stoppage: _____

Temporary Stoppage (please select those that apply)

For lessons

- Charge - I understand 50% of my lesson will be charged in order to reserve my regular slot until I resume
- Charge - I understand less than 14 days notice has been given and therefore I will be charged.

For schooling

- Charge - I understand 50% of my schooling fee will be charged in order to reserve my regular slot until resume
- Charge - I understand less than 14 days notice has been given and therefore I will be charged.

For leases

- Charge - I understand 50% of my lease fee will be charged in order to reserve my horse and lessons until I resume
(Rider must be away for minimum 2 weeks, the lease fee will be prorated to the nearest full week)

For Complete Stoppage (please select those that apply)

- Stop Lessons Stop Pony Club Stop Lease Stop Schooling

Signature: _____ Date: _____

Stop form must be submitted via email to riding@singaporepoloclub.org or at the riding office

Date received: _____ Processed in TRISS: _____

(Date / By)