



Date Received : \_\_\_\_\_

# STOP-RIDING LESSONS 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, whether temporarily or permanently.
- 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 Temporarily stoppage means stopping for vacations, school examinations, etc.
- 4a Riders who have attended regular lessons for the past year will not have to reserve their slots if they are stopping for up to fourteen (14) days.
- 4b If stopping is longer than fourteen (14) days, the rider who wishes to resume his/her regular slots can do so by paying 50% of each lesson fee.
- 5 Riders who choose **not to** reserve their regular slot will be put on a waiting list without charge. However, this **will not guarantee their regular slots on their return.**

**To resume lessons, Please contact the Riding Office on return.**

Rider's Name : \_\_\_\_\_ M'ship No. : \_\_\_\_\_

Email Address : \_\_\_\_\_ Tel No. : \_\_\_\_\_

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

Instructor: PEDJA  MIKE  DANIEL  SUE  METTE  TOMMY  BEE  GENA

Day of Regular Lesson : TUE  WED  THU  FRI  SAT  SUN

Time of Regular Lesson : 7.00am  7.45am  8.30am  9.15am   
 4.00pm  4.45pm  5.30pm  6.15pm   
 7.00pm  7.45pm

Period(s) of Stoppage: \_\_\_\_\_

Resuming Lessons on: \_\_\_\_\_

I wish to :

No charge - **NO NEED TO RESERVE MY REGULAR SLOT & NO GUARANTEE OF THE SAME SLOT UPON RETURN**

OR

No charge please - only going away for max. 14 days & regular slot will be reserved by the Club

OR

Charge - 50% of lesson fee to reserve my regular slot till I resume riding lessons

OR

Chargeable, less than two weeks' notice given

OR

Complete Stoppage w.e.f. \_\_\_\_\_

Reason for Stoppage : \_\_\_\_\_