



2012 Registration Information

Dear Program Participant:

Included is PFP registration paperwork for the 2012 year. Return paperwork and payment for Session 1 to P.O. Box 832 Mundelein, IL 60060, or bring payment to the barn. Paperwork for our returning clients is due in January. The attached 5 forms must be completed & returned to PFP. You may also obtain registration paperwork from our website, www.partnersforprogressnfp.org.

Session Information: There are 5 sessions during a calendar year. The session fee for our programs is considerably less than the cost to Partners For Progress NFP to provide these services. The generosity and hard work of many volunteers and others in donations and fundraising are what keep rider costs low. Participation in organized events or independent fundraising approved by the Board is **required** of all participants. The fundraising requirements are outlined in the registration paperwork.

Scholarships: Due to continued fundraising challenges, scholarships are very limited. If you are in need of assistance, please ask and we will try to help. Parents/Guardians of scholarship recipients are required to volunteer a minimum of 10 hours per session. Our fundraising committee welcomes all who want to help. Scholarships run from Sessions 1-5 2012.

Registration Fee: A \$50 annual fee is required.

Billing Office: Partners For Progress: Power Hours & Sports Riding, 312.401.1157.
Pediatrics In Motion: Hippotherapy/insurance questions, 847.508.5461.

Session Fees: Session Fees for Power Hour & Sports Riding are due in full during the first week of each session. Exception; Session 1 fees are due by January 14, 2012. The prepaid session rate for Power Hour & Sports Riding is \$48 per ride.
Please note: The "Pay As You Go" Payment Plan has been discontinued.

Payment Terms: Partners For Progress accept checks and credit card payments by VISA and MasterCard. A credit card number is now required for each client account. If payment is not received by the first week of the session, the unpaid session balance will be charged on the 8th day to the credit card number provided. This will eliminate a \$50 late charge. See Form 1.

Session payments are due by the following dates:

Session 1	January 14, 2012
Session 2	March 17, 2012
Session 3	May 26, 2012
Session 4	August 4, 2012
Session 5	October 13, 2012

location: Pine Grove Equestrian Center • 21797 Route 176 • Mundelein, Illinois 60060

mailing address: PO Box 832 • Mundelein, Illinois 60060 • phone 847.226.1300

www.partnersforprogressnfp.org





2012 Registration Information - continued

Late Charges: If payment for the session is not made within the first week of the session, a \$50 late charge will be applied to the account. Also, any balance 30 days past due will be assessed a \$50 late charge each month until the balance has been paid.

Email Addresses: PFP has gone green and will no longer mail session invoices by the USPS. All invoicing will be sent electronically so an email address is required. See Form 1.

Address: Payments should be mailed to P.O. Box 832 Mundelein, IL 60060, or dropped off at the facility, 21797 Route 176, Mundelein, Illinois 60060.

Evaluation and Assessment: For Power Hour & Sports Riding clients, an assessment will be done the first day of the session unless otherwise scheduled. The fee for this will be \$50, payable the day of the assessment.

For Hippotherapy (HPOT) clients, an evaluation will be done the first day of the session unless otherwise scheduled. The fee for this will be \$200, payable the day of the evaluation.

Missed Lessons: It is very difficult to schedule make up classes for riders because volunteers have other time commitments and instructors have other classes and duties. We cannot schedule make up times for riders who do not show up and do not call at least 24 hours in advance. If Partners For Progress NFP/Pediatrics In Motion cancels, make up times will be available. **Credit for services is not available** as riders already ride at a reduced price. Please contact Amanda at 262.206.1567 to schedule a make up lesson.

Fundraising: *New option for meeting fundraising requirement. See Form 1.*

Barn Management: Learning to groom, saddle and care for a horse falls under the term “barn management”. We believe that a hands on experience is just as important as riding, if not more important. This is part of our program. Please note that whenever possible we will be doing stable management in the barn when the weather is bad.

Calendar: A 2012 calendar is attached which provides important information for the program.

Registration Forms: The following 5 forms must be completed and returned to Partners For Progress:

1. 2012 Fundraising Requirements, Billing Email Address & Credit Card Information
2. 2012 Rider's Medical History and Physician's Statement
3. 2012 Participants Release and Hold Harmless Agreement
4. 2012 Rider's Authorization for Emergency Medical Treatment
5. 2012 Facility Rules and Regulations

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