

JOSH LYONS LLC.



SCHOOL CATALOG  
Volume VII, January 2024

Approved and Regulated by the Colorado Department of Higher  
Education, Private Occupational School Board

“Certified true and correct in content and policy”

# Josh Lyons LLC.

**Mailing Address:**

8714 County Rd. 300  
Parachute, CO. 81635  
Office:615-379-1056

**Office / Training  
Location Address:**

8714 County Rd. 300  
Parachute, CO. 81635

**Off-Site Training Location:**

Please refer to enrollment agreement for location of training facility for your program.

[www.LyonsLegacy.com](http://www.LyonsLegacy.com)

Email: [cert@lyonslegacy.com](mailto:cert@lyonslegacy.com)

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## **OUR MISSION**

Josh Lyons LLC. strives to produce educated horse owners and trainers by means of hands-on-training, seminars, clinics, and private instruction. This education is unique as it applies to all disciplines to attain new levels of skills and performance.

While we have been teaching horsemanship courses and producing the very best horse trainers, we've been studying new methods and improving the ways in which they are taught. As a result of these changes, we are excited to bring you a suite of the world's most comprehensive and effective horsemanship training courses. Our goal is to promote the advancement of both horse and student through the implementation of the highest quality horse training and horsemanship services.

We aspire to empower you with the skills to become a horse trainer who is ready to launch or build upon a successful career doing what you love everyday while making a positive impact on the lives of horses and their owners.

We know you will find our courses challenging as well as fulfilling and look forward to having you join our team of Lyons Legacy Trainers.

## **PROGRAMS OFFERED**

Josh Lyons LLC. offers three training programs:

- John & Josh Lyons Certification Program -regulated by DPOS
- Josh Lyons Accreditation Program – regulated by DPOS
- 5-Day Trainers Clinic – regulated by DPOS

All our programs are hands-on training with small class sizes to ensure a one-on-one atmosphere for each student.

## **DESCRIPTION OF TRAINING FACILITY**

- 1 Covered Arena
- 1 Indoor Arena
- Barns equipped with stalls for student's horses
- Horse Bathing Areas
- Classroom and bathrooms
- RV hookups and local accommodations

## **DESCRIPTION OF AUXILIARY TRAINING FACILITY**

Josh Lyons LLC. will on occasion rent other facilities to house students and horses for the programs. We will provide you with the amenities of the facility upon request. The training location and address will be provided on student enrollment agreement listed on page 4.

## STAFF INTRODUCTION

### Josh Lyons LLC.

#### Owner / Instructor: Josh Lyons

Josh Lyons has been training horses and horse owners professionally since 1995. Josh has been teaching our training programs since 1998 and developed Josh Lyons LLC in 2002. Josh's passion for communication with horses as well as their owners has sent him all over the country teaching and demonstrating his methods. Josh has graduated over 400 students that have attended his horse training programs in the state of Colorado.

#### Owner / Director: Jana Lyons

Jana Lyons has been owner of Josh Lyons LLC since 2002. Jana currently handles all business operations from recruiting and being point of contact for students, scheduling events, budgeting, and maintaining inventory.

#### Office Manager: Kristen Bosgraf

Kristen Bosgraf has worked in admissions and marketing since 2001 for equine education programs. Kristen is a graduate of Meredith Manor and certified riding instructor. Kristen's personal passion for horses and educational background gives her a unique ability to guide prospective students along their educational path to find success in the horse industry.

#### Programs Consultant: Michele Lenard

Michele Lenard has graduated from Josh Lyons Horse Training Programs in the state of Colorado. She has worked with the Lyons team since 2006 in and out of the office. Michele currently handles student files and state reporting documents that refer to the Academy in Colorado as well as Arizona.

# GENERAL INFORMATION

## School Calendar

Our office hours are Monday – Friday 9:00 am – 5pm

Typically, class days are Monday thru Friday from 9:00 am to 5:00 pm. There is an hour and a half lunch break given. We adjust our class schedule to work around most holidays.

Josh Lyons LLC. office will be closed on the days listed below:

- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

Please refer to the school calendar on our website for scheduled program dates.

[www.joshlyons.com/events/](http://www.joshlyons.com/events/)

## Entrance Requirements

### John & Josh Lyons Certification Program / Josh Lyons Accreditation Program:

- All students must be at least 16 years of age.
- Resume including all past horse experience and career opportunities in the equine industry with a brief description of your training goals.
- Three-character references we may contact to validate your work ethic, integrity, and character.

Applicants need to have a willingness to learn the Lyons' method in horse training and have 100% dedication to succeed in the course. Due of the extensiveness of the 4-week program (2 –2-week increments) self-motivation is a must.

Our enrollment process consists over a period of about 1 year. Applicants are accepted as the applications are received into our office. There is only one instructor. We accept a maximum of 10 students per class. The applicants will know their acceptance within 3 days of the day that we receive their application. They are notified by phone, and by email, of their status. We take applications for the current year up until one week before the first day of class. Any other applications that come in during that time have the option to be put in the following program.

Applicants are required to bring the same 2 horses with them (as well as all tack, equipment, and feed necessary to care for their horses) throughout the duration of the program. If applicant does not have 2 horses Josh Lyons LLC. has horses available to lease.

### 5-Day Trainers Clinic

- Students must be 16 years of age or older.
- For individuals that are actively riding and training their horse.

Applicants are required to bring 1 horse (as well as all tack, equipment, and feed necessary to care for their horses) throughout the duration of the program. If applicant does not have a horse to bring Josh Lyons LLC. has horses available to lease.

We accept a maximum of 15 students per class.

Horse & Rider: Horse training programs are physically demanding. Please insure you healthy and able to participate. Student is responsible for the care, feeding, and cleaning of their stalls during their stay.

## Veteran's Section

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Veterans who are utilizing their educational benefits through the VA, are required to provide a Certificate of Eligibility (COE), (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) which shows their entitlement to the educational assistance under Chapter 31 or 33. Veterans must submit their COE or Statement of Benefits at the time they apply for enrollment to the program. This benefit begins with the date of receipt of COE and ends with the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Veterans will not be assessed any penalties due to the inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33 which would include:

- late fees
- denial of access to classes, libraries, or other institutional facilities,
- the requirement that a covered individual borrow additional funds,
- inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

The Veteran is responsible to provide the cost difference between the amount of the VA education benefit disbursement and the amount of the student's financial obligation that was not covered. Please refer to personalized shopping sheet.

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

## Credit for Previous Training

### Disclosure on the Transferability of Credits

#### **For Self-Pay:**

This program will not be shortened for anyone because of prior education or training. This is a 4-week program and must be completed in the same calendar year. No exceptions.

Credits earned at Josh Lyons LLC. may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Josh Lyons LLC. You should obtain confirmation that Josh Lyons LLC. will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Josh Lyons LLC. to determine if such institutions will accept credits earned at Josh Lyons LLC. prior to executing an enrollment contract or agreement. The ability to transfer credits from Josh Lyons LLC. to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Josh Lyons LLC. if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Josh Lyons LLC. and of any other educational institutions you may in the future want to transfer the credits earned at Josh Lyons LLC. before you execute an enrollment contract or agreement.

Josh Lyons LLC. does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

#### **For Veterans or Eligible Persons:**

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

## Placement Assistance

Josh Lyons LLC. offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## Attendance Policy

Being on time shows professionalism and sets us all up for successful learning sessions. For the **John & Josh Lyons Certification Program and the Josh Lyons Accreditation Program** attendance is listed below.

- a.) Full-time attendance is a total of 160 clock hours. 80 clock hours per session. 40 clock hours per week. Each program is split into 2-week increments. Session I (weeks 1 and 2) equals 80 clock hours. Session II (weeks 3 and 4) equals 80 clock hours. This is a total of 160 clock hours per program.
- b.) Students are required to arrive on time to class each day. Due to the length of the program, it is highly encouraged that each student is in class 100% of the time.

If a student must miss up to 3 days of class in a program, make up work can be scheduled and will always be based on availability. Student must make arrangements with the instructor for a makeup session to cover each day of missed material. Makeup work will be an additional fee of \$500 per session that was missed.



Make-up work is scheduled at the discretion of the instructor. If the student is unable to make up missed class time or misses more than 3 days, the student will be unenrolled in the current program and will need to reenroll in the next scheduled class that has availability.

Due to the length of the program, failure to arrive on time to class or any missed classes without making up missed class time will result in the student not receiving a certificate of completion.

### **For the 5-Day Trainers Clinic:**

Students are required to arrive on time to class each day. Due to the length of the program, it is highly encouraged that each student is in class 100% of the time. If the program is not completed in the 5-days, student will not receive the certification of completion.

### **Leave of Absence Policy**

Due to the length of our programs, we do not offer a leave of absence. Students who are unable to continue class for medical reasons, or severe personal problems will need to unenroll in the current program and reenroll when there is availability.

### **Re-Enrollment Policy**

In the event the student must re-enroll in a scheduled program, a new enrollment agreement must be completed and appropriate fees applied.

If student was un-enrolled in a previous program, training and attended class tuition may be transferable from the previous program if the student had a passing grade during the duration of their training. Instructor will have final authority.

### **Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. While we rarely see it, please be aware that rude, threatening, disruptive or disrespectful behavior can result in termination of a student's program without refund. This includes behavior with other students, staff, or our extended community in person, over the phone, text, or through any form of online communication such as email or social media. Similarly, any type of mistreatment of an animal can result in termination of a student's program. If the instructor feels that a student's behavior is disruptive or unprofessional, or there is mistreatment of animals in any form, this can result in a warning or immediate suspension or termination of that student's program.

Termination shall be at Josh Lyons' discretion. Josh Lyons has final authority and shall notify the student of the final decision in writing.

### **Postponement / Cancellation Policy**

Josh Lyons LLC. reserves the right to reschedule the program start date when the number of students enrolled is too small. If Josh is unable to teach a clinic due to extenuating circumstances, he may elect a Lyons Trainer to teach the program on his behalf, no refunds or discounts will be given. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is of the convenience of the school or the student; and
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **Personal Photos / Videos**

Photos are meant to be for your personal use only, not for commercial purposes or public viewing. You are not authorized to publish or display photos taken of Josh & Jana Lyons, staff, family, or anyone else at the Lyons Legacy Training Facility without written permission from Josh Lyons LLC. and the person or people in the photo. Josh Lyons encourages students to write down lessons, use videos as necessary but remember this information for you and not for public viewing.

## **Spectators**

Auditors are authorized to attend for a daily fee. They must bring their own seating to the clinic. Please contact our office to make a reservation.

## **Lyons Legacy Horse Rental**

Josh Lyons LLC. has a limited number of horses available for an additional cost of \$1,200 per program for the John & Josh Lyons Certification Program and the Josh Lyons Accreditation Program. For the 5-Day Trainers clinic the cost is \$350 for the week. Participants who lease one of our horses are expected to care for their leased horse during the program. However, we will provide the feed, veterinary, and farrier care for all our leased horses. Participants are required to provide daily care and purchase shavings for their stalls (i.e. feed, clean stalls, groom) Those participants who choose to lease a horse will be required to bring their own equipment (i.e. saddle, pad, bridle, & brushes). Please contact us to make necessary arrangements if leasing a horse for a program.

# PROGRAM OUTLINE / CURRICULUM

## JOHN & JOSH LYONS CERTIFICATION PROGRAM

The John & Josh Lyons Certification Program is designed to teach the Lyons' conditioned-response training methods in greater depth to people seeking more knowledge and understanding in the equine field. This program is an excellent educational opportunity for those of you who are looking to improve your personal horse training knowledge and skills. This program helps individuals develop leadership skills utilizing personal strengths along with individual differences and learning objectives.

The methodology of this program is in a league of its own. The uniqueness of the program is the ability for each individual to develop their own personal strengths to form their own training techniques. The format of the program is consistently evolving to give each student the most updated and progressive training techniques available. Each lesson is taught in the safest method possible to ensure the safety of horse, trainer, and rider.

### Highlights

#### Week 1: Core Fundamentals

- Five Releases
- Five Foundation Steps
- Wesson Lesson
- Bridle Work
- Mark Training
- Trailer Loading

#### Week 2: Groundwork and its Application

- Longlining
- Picking up the horses' feet

#### Week 3: Starting the First Rides

- Desensitizing the blanket and its importance to emotional control
- How to cinch up a horse for the first time with no complications
- Adding the longlines into ground driving with saddle
- First ride / starting with the backup
- How to introduce your legs
- Teaching horse to stay between the reins and perfecting the guide
- Locking horse on to circle for speed control
- Teaching the serpentines exercise with the shoulder then adding the hindquarters

#### Week 4: Building the Confident Horse

- Hand Position and its importance
- Different types of reins-how and when to use them
- Starting lead departures
- Transition work through speed

### Horse Requirements

Two broken horses or one broken horse and one unbroken horse. The broken horse must be able to be ridden in a group safely. Horse must be able to walk, trot, and canter. Age is not important but both horses must be in good health and sound. Coggins papers are required. If traveling out of state health certificate is required. NO STALLIONS (Horses can be leased through Josh Lyons LLC. Upon request for a fee of \$1,200 per horse per program) Students must bring all personal tack and riding equipment and everything necessary to take care of their own horse. We have tack available for purchase if necessary.

# PROGRAM OUTLINE / CURRICULUM

## JOSH LYONS ACCREDITATION PROGRAM

The Josh Lyons Accreditation Program builds on the curriculum of the John & Josh Lyons Certification Program to produce horse trainers with a passion for performance training. It is structured to specifically target and refine the training techniques needed to go to the show pen or train higher level performance-based riders and clients. This program will take you and your horse at the performance level you are currently at and move you to the next level and produce benefits of a highly trained horse who consistently performs above and beyond in any circumstance. For many this is reining, dressage, cutting, jumping, western pleasure, etc.

Many graduates go on to compete in various disciplines and specializations. This course will take training to the next level of performance and will focus primarily on improving the level of finish work in both, the horse and the trainer.

### Highlights

Week 1: Advance Rider - Starting the Performance Horse

- Locking the horse on a circle
- Starting framework on the circles
- Flying time, take off, and landings
- Draw and rein work to control the shoulders

Week 2: Emotional Training and its Importance to Control

- Serpentine
- Reverse Arch
- Diagonals
- Gear work for speed

Week 3: Lead Changes made Easy

- Lead Departures
- Hindquarter control
- Leg Work
- Flying lead changes made easy

Week 4: Building the Confident Stopper

- Line Work
- Locking the horse into a line
- Stops and the 3 parts
- Hunting the Stop
- Spins / Rollbacks
- Show pen application

### Horse Requirements

Two broken horses. Horse must be able to walk, trot, and canter. Age is not important but both horses must be in good health and sound. Coggins papers are required. If traveling out of state health certificate is required. NO STALLIONS (Horses can be leased through Josh Lyons LLC. Upon request for a fee of \$1,200 per horse per program) Students must bring all personal tack and riding equipment and everything necessary to take care of their own horse. We have tack available for purchase if necessary.

# PROGRAM OUTLINE / CURRICULUM

## 5-DAY TRAINERS CLINIC

This clinic is for the highly motivated horse person looking to take their knowledge of horses and training to the next level. You will learn the foundation techniques needed to train horses effectively and safely. Regardless of discipline, this simple to apply method decreases the ability for the horse to give the wrong answer! Our goal is to empower the rider with competence and confidence to improve performance long after the workshop is over.

One of Josh's greatest strengths is in taking a horse and rider team to the next level of performance, thru understanding the use and engagement of the horse's body.

When you choose to participate in this program you can expect to learn new skills and exercises necessary to take back home to continue your training program. The amount of knowledge you will have at your disposal is literally endless. Josh will give you as much information as you want and is willing to work as hard as you are to achieve your goals. You and your equine partner will not only work hard but you are guaranteed to laugh and learn while finding your way to the goals you set for yourself. You can expect limited classroom time and lots of wet saddle blankets.

Our clinics are not a competition, they are safe place to learn new innovative ways to effectively train your horse. Small class sizes (no more than 15) allow coaching and evaluation to build your skills in a fun, supportive setting.

### Highlights:

- You can expect topics such as:
- Hip & Shoulder Control
- Improved Seat & Hand Cues
- Speed Control, Lead Departures
- Collection & Frame
- Stopping & Backing Up
- Various Problem Solving, Plus Much More!

### Horse Requirements

One horse is required. Horse must be able to walk, trot, and canter. Age is not important but must be in good health and sound. Coggins papers are required. If traveling out of state health certificate is required. NO STALLIONS (Horses can be leased through Josh Lyons LLC. Upon request for a fee of \$350) Students must bring all personal tack and riding equipment and everything necessary to take care of their own horse. We have tack available for purchase if necessary.

# PROGRAM TUITION AND COSTS

## John & Josh Lyons Certification Program

- Consists of four weeks of training: two, two-week sessions. Each week typically runs Monday through Friday, 9am to 5pm with an hour to an hour and half lunch break each day. There is a two week break between session I and session II.
- 40 Clock hours per week. 160 total clock hours per program.
- This program is taught hands-on to give each student real life application to training and technique. Instruction is in-person at our training facility or specified off-site location.
- Josh Lyons or approved instructor will be the instructor.
- Traveling expenses, lodging, food, etc. are your responsibility. The care and welfare of your horses is up to you. We will supply you with stalls for your horses. Lodging and feed store information will be provided. Please contact us by email at [cert@lyonslegacy.com](mailto:cert@lyonslegacy.com) to receive current accommodations for the area.
- Participants will bring the same two horses for the entire program and all necessary equipment and tack to ride and handle your horse. (Josh Lyons LLC. can provide student with a leased horse for \$1,200 per horse for the entire 4 weeks.)
- Schedule of Tuition payments
  - Deposit: \$3,000 – due with enrollment agreement
  - Payment 1: Due Thursday prior to commencement of class: \$8,500
  - Payment 2: Due Thursday prior to first day of Session II: \$8,500

We accept personal checks, money order, cashier's check, bank wire transfer, and cash  
(if paying by credit card there is a 3% fee that applies)

Veterans: Please refer to the Personalized Shopping Sheet for list of all expenses

## Recommended Education and Equipment: (discounted for students)

- John or Josh Lyons Bridle Set. Our bridles may be purchased at a discounted rate for \$140.00 Available at <http://www.Lyonslegacy.com>
- Safe Clip. Available to purchase at <http://smarttieproducts.com>
- Long Lines. Available to purchase at most tack stores

## **PROGRAM TUITION AND COSTS**

### **Josh Lyons Accreditation Program**

Consists of four weeks of training: two, two-week sessions. Each week typically runs Monday through Friday, 9am to 5pm with an hour to an hour and half lunch break each day. There is a two week break between session I and session II.

- Josh Lyons or approved instructor will be the instructor.
- 40 Clock hours per week. 160 total clock hours per program.
- This program is taught hands-on to give each student real life application to training and technique. Instruction is in-person at our training facility or specified off-site location.
- Traveling expenses, lodging, food, etc. are your responsibility. The care and welfare of your horses is up to you. We will supply you with stalls for your horses. Lodging and feed store information will be provided. Please contact us by email at [cert@lyonslegacy.com](mailto:cert@lyonslegacy.com) to receive current accommodations for the area.
- Participants will bring the same two horses for the entire program, and all necessary tack and equipment to ride and handle your horses. (Josh Lyons LLC. can provide leased horses for \$1,200 per horse for the entire 4-week program.)
- Schedule of Tuition payments
  - Deposit: \$3,000 – due with enrollment agreement
  - Payment 1: Due Thursday prior to commencement of class: \$8,500
  - Payment 2: Due Thursday prior to first day of Session II: \$8,500

We accept personal checks, money order, cashier's check, bank wire transfer, and cash  
(if paying by credit card there is a 3% fee that applies)

Veterans: Please refer to the Personalized Shopping Sheet for list of all expenses

### **Recommended Education and Equipment: (discounted for students)**

- John or Josh Lyons Bridle Set. Our bridles may be purchased at a discounted rate for \$140.00 Available at <http://www.Lyonslegacy.com>
- Safe Clip. Available to purchase at <http://smarttieproducts.com>
- Long Lines. Available to purchase at most tack stores

# PROGRAM TUITION AND COSTS

## 5-Day Trainers Clinic

- Consists of 5-days of training. Typically runs Monday-Friday, 9am to 5pm with an hour and a half lunch break each day.
- 40 clock hours
- Josh Lyons or approved instructor will be the instructor.
- This workshop is taught hands-on to give each student real life application to training and technique. Instruction is in-person at our training facility or specified off-site location.
- Traveling expenses, lodging, food, stall fees etc. are your responsibility. The care and welfare of your horses is up to you. Lodging and feed store information will be provided. Please contact us by email at [cert@lyonslegacy.com](mailto:cert@lyonslegacy.com) to receive current accommodations for the area.
- Participants will bring their own horse to the workshop and all the necessary tack and equipment to ride and handle your horses. (Josh Lyons LLC. can provide leased horses for \$350 per horse for 5-days. Limited number available)

### Schedule of Payments - \$1,250 tuition and \$150 stall charge

- \$500 Deposit – due with signed enrollment agreement.
- \$750 Final tuition - due Thursday prior to commencement of scheduled class.
- \$150 stall charge for the entire week - due Thursday prior to commencement of scheduled class.

We accept personal checks, money order, cashier's check, bank wire transfer, and cash  
(if paying by credit card there is a 3% fee that applies)

Veterans: Please refer to the Personalized Shopping Sheet for list of all expenses

### Recommended Education and Equipment: (discounted for students)

- John or Josh Lyons Bridle Set. John or Josh Lyons Bridle Set. Our bridles may be purchased at a discounted rate for \$140.00 Available at <http://www.Lyonslegacy.com>



## Refund Policy – For Self-Pay

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the program as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

1. The student may cancel this contact at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student’s intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student in not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation
4. The policy for granting credit for previous training shall not impact the refund policy.

Fees: horse rental, credit card fees, and stall fees are non-refundable.

## Refund Policy – For Veterans or Eligible Persons

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student withdraws after three business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after the commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table for Veteran Student(s)

Student entitled upon withdraw / termination	Refund
10% Program Completed	90% Refunded
20% Program Completed	80% Refunded
30% Program Completed	70% Refunded
40% Program Completed	60% Refunded
50% Program Completed	50% Refunded
60% Program Completed	40% Refunded
70% Program Completed	30% Refunded
80% Program Completed	20% Refunded
90% Program Completed	10% Refunded

1. The student may cancel this contract any time prior to close of the third business day after signing the enrollment agreement.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds made within 30 days from the date of termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

## Grading Policy

Our programs are based on a “Pass” or “Fail” criteria. Pass or Fail is determined by the instructor alone. Students are evaluated based on the list below in relation to the subjects being taught each week in the program the student is enrolled in. If there is an area where a student is struggling, they will be notified so they may work on the areas that need improvement.

The progress of each student and horse is always changing as the individual horse may take more time on certain exercises.

- a.) Horses Progress- The horses in training will show progress if the maneuvers are being taught correctly by the student.
- b.) Ability to Complete the Exercises- The students are assessed on their ability to teach the exercise that they are taught to their horse, in many cases overcoming many obstacles.

- c.) Ability to Work as a group and with People- The students are assessed on their ability to work as a group, and with individual people. This shows through with their classmates, it is very important that they work well together to show how they will treat potential clients.
- d.) Ability to Teach Others Exercises: Students need to be able to teach someone else how to get the same result and why it applies to the equine industry.

In the event a student fails the program, the student may re-apply for the next scheduled program that has availability. Please refer to our Re-enrollment policy.

## **Final Assessment and Graduation**

John & Josh Lyons Certification Program / Josh Lyons Accreditation Program:

Once student has attended all 4 weeks of training, receives a “Pass” grade by the instructor, your balance has been paid in full, you will be awarded a graduation certificate.

Graduates will be listed on our website as a trainer in your area with your contact information for potential clients to contact you.

5-Day Trainers Clinic:

Once student has attended all 5-Days of training and receives a “Pass” grade by the instructor, a certificate of completion will be awarded.

## **Reporting Grades**

The school keeps progress records and will furnish a record of the student’s progress if requested by the student, by means of a school transcript.

“VA students’ records must be kept for 3 years following the ending date of the last period certified to VA. Records need to be kept longer than 3 years only if a written request to keep the records longer is received from the Department of Veterans Affairs or the General Accounting Office 30 or more days before the end of the 3-year period. This requirement is in the Code of Federal Regulations (38 CFR 21.4209(f)).”

## **Student Grievance Procedure**

Should a student have a complaint with the Institution, then the following steps shall be taken by student:

1. Student shall first attempt to address the grievance informally with the instructor (Josh Lyons) or school official (Jana Lyons) and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing no later than 6 months after the incident to Jana Lyons – School Official or Josh Lyons – School Instructor in the event the school official is in on leave of absence. School Official will have (10) business days in which to investigate and address the grievance.
3. Should Administrator or designee fail to or unacceptably address the grievance, the student may file a complaint with the Colorado Division of Private Occupational School.

## **Complaint Procedure**

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.