MEREDITH MANOR INTERNATIONAL EQUESTRIAN CENTRE

147 Saddle Lane, Waverly, West Virginia 26184
Telephone: 800-679-2603 / 304-679-3128
ADMINISTRATIVE Office hours: 8:30 A.M. to 5:00 P.M.
Web Address: www.meredithmanor.edu

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Meredith Manor International Equestrian Centre. The School, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of residence.

In compliance with federal and state regulations, the following statements are made: This school is authorized under Federal law to enroll nonimmigrant alien students. Meredith Manor, in compliance with requirements of Title IX of the Education Amendment of 1972, does not discriminate on the basis of sex, race, color, creed, religion, age, national ethnic origin, or disability in the educational programs or activities which it operates or in employment for service therein. This school meets the definition of an educational institution as defined under Section 202 (d) (8) (c) of the Social Security Act as amended.

ACCET is listed by the US Dept of Education as a nationally recognized accrediting agency.
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Meredith Manor was started by Ronald W. Meredith in April 1963 giving Western Riding lessons to the public. The first resident students were accepted in 1966. In 1968 the school was approved by the U.S. Department of Justice, Immigration and Naturalization Services and the first Riding Master Course was introduced in that year.

Meredith Manor was accredited by the National Association of Trade and Technical Schools and U.S. Department of Health, Education and Welfare in 1971. The school has offered college affiliate programs since 1973.

Since 1986, Meredith Manor has been owned and operated by Riding Masters, Ltd., a West Virginia Corporation, and is accredited by the Accrediting Council for Continuing Education and Training.

The Meredith Manor programs have evolved over the years using feedback from graduates and employers and intensive studies of the evolving American horse industry. Our riding instructor certification program was initiated in 1987.

Accredited by the Accrediting Council for Continuing Education and Training (ACCET)
Licensed by the State College System of West Virginia
Approved for Veterans Benefits
Approved by the US Dept of Immigration to enroll nonimmigrant alien students
All of the above are kept on file or displayed in the administration office. Any student wishing to see a license or approval may do so by requesting with the school receptionist.

Meredith Manor’s objective is to prepare students for successful careers in the international horse industry. Our program’s core is riding and the ways in which it can be marketed. We are committed to a teaching and learning process that will provide our students with the critical skills necessary to enjoy life-long careers in the horse industry. We are committed to teaching these skills in such a way as to enable our students to deal with horses in all aspects of the industry in the most humane manner without the use of force or punishment. Our mission is to prove the superiority of humane methods through our graduates.

Meredith Manor provides a climate of learning in which each student may identify and accomplish his or her own goals within the context of a dynamic academic and pragmatic program. We are committed to a teaching and learning process that will provide our students with the critical skills by which they may develop and prepare to enter the world of the horse industry.

We are old enough to have developed workable teaching systems; big enough to have excellent facilities; and progressive enough to be the most copied institution in the horse industry. Practical, progressive, professional programs are why Meredith Manor means more Saleable Skills.

Our aim is to continue Old World Training with New World Innovation. If there are methods, there can be freedom. If there is consistency, there can be change. If there is a system, it can be repeated. If there is knowledge, with understanding, it can be transferred. These are the cornerstones of theory and practice at Meredith Manor, both in its management and in its capacity as an educational institution.

To this end, Meredith Manor:
* Maintains a staff of exceptionally dedicated, experienced and trained instructors.
* Employs methods of instruction and modes of operation which constantly challenge students’ academic progress, skills and social growth.
* Continues to build on 45 years of research on the development of programs and curricula required to give students the training, experience and confidence needed for future careers.
* Utilizes current state of the art educational teaching methods.

In the Meredith Manor programs students will:
1. Acquire knowledge in general and specific areas of the horse industry which will enable them to understand and apply principles to careers with horses. Students take required core courses relating to the care and maintenance of horses and facilities. Career areas chosen provide specific knowledge and skills to develop an area of specialization.
2. Develop skills necessary to function successfully in careers in the horse industry. Riding skills are developed in Western, Jumping, and Dressage. Students progress through a carefully designed and executed program that takes them from their current riding level through a sequential riding skill development program. Professional skills are developed in Career Areas that will enable students to become gainfully employed in Career Areas of their choice.

3. Formulate attitudes that will enable them to function with confidence in the industry. The students' understanding of the concepts and importance of life-long learning along with the development of an attitude of professionalism should enable them to function well with horses in their chosen Career Areas and to relate well with people in the industry.

THE CAMPUS

The 130-acre campus is located on State Route 31 South, approximately 10 miles from both Parkersburg, WV and Marietta, OH. The grounds are attractively surrounded by hills and bisected by Worthington Creek. Laid out in a geometric pattern to emphasize workmanlike operation, the buildings constitute 3.8 acres under roof and provide capacity for 100 students and 150 horses.

The barn complex includes eight barns, a farrier and equine massage therapy shop, feed sheds, bedding storage, classrooms and laboratories. Within this complex there are six indoor riding arenas.

Students are housed in two dormitories and take their meals together in the cafeteria. The Administration Building houses the School's administrative offices and reception area. Several residences on campus house several key staff members.

ACCOUNTABILITY

To be a viable force in its chosen areas of expertise, an educational institution must employ methods of instruction and modes of operation which constantly challenge the students' academic skills and social growth.

The first measure of accountability is a complex system of competitions, grades, and conferences by staff designed to hold the students accountable for the knowledge and skill presented in the Meredith Manor program.

The second measure of student accountability is in the realm of social responsibility. The new-found freedom of campus life is used to teach the amenities of the equestrian community through student government, student-to-student interaction, and student-to-horse responsibilities.

The third or ultimate measure of individual accountability, is the success of graduates. The school has a continually perpetuated list of approximately 150 job openings supplied by employers in the industry.

OUTLINE OF PROGRAMS

Meredith Manor is the originator of the Riding Master and Equine Science Master programs. We have continuously researched the horse industry, designed the facilities, and developed the educational programs that will give our students the training, experience, and confidence needed for their future careers.

There are many exciting careers working with horses. Among the most exciting horse careers are those of Professional Riders, Trainers, Riding Instructors, and Farriers. In 2005 United States horse enthusiasts spent over 102 billion dollars on their 9.2 million horses. The need for skilled professionals to work in the horse industry is vast and continually growing.

The success of your career is limited only by your abilities and imagination.

At Meredith Manor you will learn from dedicated professionals. Our instructors are exceptional horse people who are trained to teach what they can do – and they can do it all!

To enroll in any program fill out the enclosed application and mail it with a deposit of $100.00.

RIDING MASTER I-VI

Meredith Manor offers six Riding Master programs designed to produce professional riders, trainers, and instructors for the horse industry. Each week consists of 8 hours of instructed Riding, 16 hours of Career Area electives, 3 hours of Showing, 2 hours of Theory, and 21 hours of Horse and Barn Care. The Riding Master programs are taken in a sequential fashion, each consisting of one 12 week quarter. The student may graduate after successful completion of any program. The number of Riding Master programs the student chooses to complete will be determined by individual preferences, individual talents, the degree of proficiency desired, and professional goals.
The Comprehensive Riding Master programs are available for students using federal financial aid. To be eligible for financial aid you must be enrolled in a program of 30 weeks or more. Our Riding Master I - VI programs are 12 weeks each, so we offer the Comprehensive Riding Master programs which are 3 Riding Master programs lumped together to make the program long enough to be eligible for financial aid. The Riding Master I, II, and III together have the same curriculum as the Comprehensive Riding Master III.

The only difference between the 36 week and 72 week Comprehensive Riding Master programs is the length of time it will take to complete the program, the curriculum is the same. Some students elect to take the 72 week programs because they need more free time for outside obligations including work, child care, etc. or because they need to spread the tuition cost over a longer period of time and have the ability to get more financial aid.

The Equine Science Master program is designed for students who do not want to be involved, or cannot be involved, in the direct riding of horses, yet wish to pursue a career in management, teaching, farrier, massage therapy or a combination of these. It has a similar curriculum to the Riding Master programs but has 8 additional hours of Career Area electives per week in place of the riding classes. The Equine Science Master is a 3 quarter (36 week) program.

The 12 week Shoeing Short Course program is well suited for students with some previous farrier knowledge and skills. We also offer a 36 week Equine Science Master with Farrier Emphasis program which is more in depth with additional focus on anatomy, conformation, unsoundness, diseases, and forge work. The Equine Science Master with Farrier Emphasis is a 3 quarter (36 week) program.

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<tbody>
<tr>
<td>Certificate Awarded:</td>
<td>Riding Master VI</td>
</tr>
<tr>
<td>Time Required:</td>
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</tr>
<tr>
<td>Quarter Credits:</td>
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<td>Curriculum:</td>
<td>6 Riding Classes</td>
</tr>
<tr>
<td></td>
<td>3 Theory</td>
</tr>
<tr>
<td></td>
<td>3 Showing</td>
</tr>
<tr>
<td></td>
<td>6 Career Areas</td>
</tr>
<tr>
<td></td>
<td>Horse &amp; Barn Care (Management)</td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Equine Science Master</strong></th>
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</thead>
<tbody>
<tr>
<td>Time Required:</td>
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</tr>
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<td>Curriculum:</td>
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<td></td>
<td>Theory</td>
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<td></td>
<td>Showing</td>
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<th><strong>Shoeing Short Course</strong></th>
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<td>Clock Hours:</td>
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<td>Curriculum:</td>
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<td></td>
<td>Farrier Craftsman II</td>
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<td>1 Career Area Elective</td>
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<td>Horse &amp; Barn Care</td>
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<td></td>
<td>Farrier Working Case Study</td>
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<table>
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<tr>
<th><strong>Equine Science Master with Farrier Emphasis</strong></th>
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<tbody>
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<td>Quarter Credits:</td>
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<td>Curriculum:</td>
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<td>3 Career Area Electives</td>
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<td></td>
<td>Theory</td>
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<td></td>
<td>Showing</td>
</tr>
<tr>
<td></td>
<td>Horse &amp; Barn Care (Management)</td>
</tr>
</tbody>
</table>
West Virginia University at Parkersburg, in conjunction with Meredith Manor, offers an Associate of Applied Science Degree (A.A.S.) in Technical Studies with emphasis in Equestrian Studies or Equine Management. These degrees are only available to current students or graduates of Meredith Manor.

**Equestrian Studies Emphasis requirements:**
- Successful completion of Riding Master III program at Meredith Manor
- Successful completion of 21 hours of General Education Requirements to be taken at WVU-P

**Equine Management Emphasis requirements:**
- Successful completion of Equine Science Master program at Meredith Manor
- Successful completion of 21 hours of General Education Requirements to be taken at WVU-P

**General Education Requirements:**

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>ENGL 101 Composition 1</td>
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<tr>
<td>SPCH 111 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121 Introduction to Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>- or -</td>
<td></td>
</tr>
<tr>
<td>GBUS 117 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENV 102 Basic Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CS 101 Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>GBS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
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</table>

All General Education courses listed above will be available online through WVU-P. Students who have already completed courses equivalent to those in the General Education Requirements will have the option to transfer those courses to WVU-P and apply them towards the General Education Requirements. WVU-P does not have a residency requirement for this program, so students can transfer from 0 - 21 credit hours.

In addition to the Associates Degrees, West Virginia University at Parkersburg, in conjunction with Meredith Manor, also offers a Regents Bachelor of Arts Degree (RBA) with Area of Emphasis (AOE) in Equestrian Studies. This degree is only available to current students or graduates of Meredith Manor.

**Meredith Manor Requirements:**
- Successful completion of Riding Master VI

**WVU-P Requirements:**
- Successful completion of A.A.S. in Technical Studies with emphasis in Equestrian Studies
- 18 additional credit hours of General Education courses
- 20 additional credit hours of upper-division courses
- 10 additional credit hours of college-level electives

The residency requirement for WVU-P's portion of this program is 24 credit hours. Students must complete at least 24 credit hours of the WVU-P requirements at any public college or university in West Virginia to meet the residency requirement. All additional WVU-P course requirements can be met by completing the courses at WVU-P or completing them elsewhere and transferring them to WVU-P.

Following successful completion of Riding Master I, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. describe and demonstrate basic knowledge and skills for an entry level position in horse and barn care
2. demonstrate a basic understanding of knowledge and skills in the chosen career areas, riding theory, and showing in the riding discipline chosen
3. demonstrate a basic understanding of skills in the career area chosen, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
Following successful completion of the Riding Master II Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. describe basic knowledge and skills for an entry level position in horse and barn care and a career area continued from Riding Master I
2. demonstrate a basic understanding of knowledge and skills in the chosen career areas, riding theory, and showing in the riding discipline chosen
3. demonstrate a basic understanding of skills in the career area chosen, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 12 week program in relation to his or her levels of achievement and accomplishment, and future goals for success in the horse industry.

Following successful completion of the Riding Master III Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. meet industry criteria in knowledge and skills for an entry level position in the career area(s) chosen (training, teaching, farrier, or versatility which may include breeding and/or business) for the 36 week course
2. show an understanding of knowledge at an intermediate level of understanding of horse and barn care, riding theory for his or her level of mastery, and showing in the riding discipline chosen
3. demonstrate skills that show an intermediate level of understanding of horse and barn care, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 24 week program in relation to his or her level of achievement and accomplishment, and future goals for success in the horse industry.

Following successful completion of the Comprehensive 36 Week Riding Master III Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. meet industry criteria in knowledge and skills for an entry level position in the new career area(s) chosen or an intermediate or advanced level position in the career area(s) chosen for in-depth study in a specialized discipline continued from the Comp III
2. show an understanding of knowledge at an intermediate or advanced level for horse and barn care, riding theory for his or her level of mastery, and showing in the riding discipline chosen
3. demonstrate skills that show an intermediate or advanced level of understanding of horse and barn care, riding mastery at the level (s)he was able to attain and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 36 week program in relation to his or her achievements, accomplishments, and future goals for success in the horse industry.

Following successful completion of the Riding Master IV Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. describe basic knowledge and skills for an entry level position in horse and barn care and a career area continued from Riding Master I
2. demonstrate a basic understanding of knowledge and skills in the chosen career areas, riding theory, and showing in the riding discipline chosen
3. demonstrate a basic understanding of skills in the career area chosen, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 36 week program in relation to his or her levels of achievement and accomplishment, and future goals for success in the horse industry.
RIDING
MASTER IV

1. meet industry criteria in knowledge and skills for an entry level position in a new career area(s) chosen or an intermediate or advanced level position in career area(s) chosen for in-depth study continued from Riding Master I-III or the 36 week Comprehensive Riding Master Program
2. show an understanding of knowledge at an intermediate or advanced level for horse and barn care, riding theory for his or her level of mastery, and showing in the riding discipline chosen
3. demonstrate skills that show an intermediate or advanced level of understanding of horse and barn care, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 48 week program in relation to his or her level of achievement and accomplishment, and future goals for success in the horse industry.

Following successful completion of the Riding Master V Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. meet industry criteria in knowledge and skills for an entry level position in the new career area(s) chosen or an intermediate or advanced level position in career area(s) chosen for in-depth study in a specialized discipline continued from Riding Master IV
2. show an understanding of knowledge at an intermediate or advanced level for horse and barn care, riding theory for his or her level of mastery, and showing in the riding discipline chosen
3. demonstrate skills that show an intermediate or advanced level of understanding of horse and barn care, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 60 week program in relation to his or her level of achievement and accomplishment, and future goals for success in the horse industry.

Following successful completion of the Riding Master VI Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. meet industry criteria in knowledge and skills for an entry level position in the new career area(s) chosen or an intermediate or advanced level position in career area(s) chosen for in-depth study in a specialized discipline continued from Riding Master IV
2. show an understanding of knowledge at an intermediate or advanced level for horse and barn care, riding theory for his or her level of mastery, and showing in the riding discipline chosen
3. demonstrate skills that show an intermediate or advanced level of understanding of horse and barn care, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 72 week program in relation to his or her level of achievement and accomplishment, and future goals for success in the horse industry.

Following successful completion of the Comprehensive Riding Master VI Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. meet industry criteria in knowledge and skills for an entry level position in the career area(s) chosen (training, teaching, farrier, or versatility which may include breeding and/or business for the 36 week course)
2. show an understanding of knowledge at an intermediate level for horse and barn care, riding theory for his or her level of mastery, and showing in the riding discipline chosen
3. demonstrate skills that show an intermediate level of understanding of horse and barn care, riding mastery at the level (s)he was able to attain, and showing in the riding discipline chosen.
4. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
5. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
6. describe the 36 week program in relation to his or her achievements, accomplishments, and future goals for success in the horse industry.

SHOEING SHORT COURSE:

Following successful completion of the Shoeing Short Course, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. describe and demonstrate basic knowledge and skills for an entry level position in shoeing
2. demonstrate a basic understanding of knowledge in the areas of Farrier Science, Farrier Craftsmanship, and forge work
3. demonstrate dispositions (attitudes & values) necessary for success in a career in the horse industry
4. describe a realistic perspective of his or her knowledge and skill levels in relation to career levels in the horse industry
5. describe the 12 week program in relation to his or her levels of achievement and accomplishment, and future goals for success in the horse industry.

EQUINE SCIENCE MASTER COURSES:

Following successful completion of Equine Science Master Program, the student will demonstrate an understanding of concepts, principles, skills, & dispositions of the required and career area courses and be prepared to apply their learning to a career in the equine industry.

1. an understanding of the concepts and principles of the required & career area courses
2. the skills required for the chosen career area that pertain to employment in the horse industry
3. a realistic perspective of knowledge and skill levels related to career areas completed
4. dispositions (attitudes & values) necessary for success in a career in the horse industry.

RIDING: OUR CONCEPT

The Riding Courses are divided into three majors: Dressage, Jumping and Western. Both the serious amateur rider and the successful professional rider should constantly work to improve their skill base and understanding of theory. The objective of a rider development program is an increasing capability to influence a horse to higher and higher levels of mental and physical accomplishment.

Two riding classes per day on two different horses allow students to learn and develop skills sequentially under a variety of conditions. Small classes allow instructors to individualize and give serious consideration to student needs, interests, physical and mental capabilities.

Incoming students are evaluated and assigned riding classes suitable to their riding levels. Satisfactory completion of the required hours of instruction is the basis for granting credit. Riding courses are listed by the specific disciplines and describe what is taught, not necessarily what each student will achieve.

WESTERN

The Western major can cover work from Western Pleasure through Reining and Cutting. The rider works with horses at various levels of training. Assessing training levels, ground training, acceptance of aids, steadying, straightening, bending, collecting, and shaping the horse are covered. Mental and physical characteristics of the western horse are taught. As the riders and horses advance, work will be on the correct use of the neck rein, riding circles, rollbacks, spins, sliding stops, and lead changes. The emphasis at all stages is to develop a supple, relaxed, flexible, obedient horse and a strong, coordinated, balanced rider with a deep secure seat.

DRESSAGE

The Dressage major can cover work from training level through grand prix. The emphasis at all levels is to develop a supple, relaxed, flexible, obedient horse and a strong, co-ordinated, balanced rider with a deep and secure seat. Dressage movements covered include turns on forehand and haunches, counter-canter, transitions, half-pass, lengthening, single flying changes and changes in series, pirouette in canter, piaffe, and passage. An in depth study of the mental attitude of both the horse and rider is emphasized.

JUMPING

The Jumping major learns the mechanics of jumping as they relate to hunters, jumpers and event horses. The development of a balanced, effective seat in the rider is emphasized. The student develops the ability to pace, estimate distances, determine effective lines for jumping and analyze courses. Methodical principles and methods are emphasized in the riding of novice through advanced level horses.
Students wishing to have more versatility in their riding background can enroll each quarter in a different riding discipline. The student can choose the sequence of the courses and select any combination of the three disciplines.

**Horse & Barn Care**

An integral part of any equestrian’s understanding of the horse takes place not on the horse’s back, but in the barn. Each student at Meredith Manor is assigned to one of the barns on campus. Students assigned to barns are responsible for complete care of the horses in that barn including: cleaning the stall, grooming, alerting the barn manager of any health problems and routine health care. All Horse and Barn Care responsibilities are covered in detail during the first week of each quarter in an Orientation taught by a staff member and student barn manager. Students are required to spend twenty-one hours per week fulfilling responsibilities for Horse and Barn Care.

**Horse & Barn Care Management**

In the horse industry, the position of barn manager requires a person to be knowledgeable and competent in many areas concerning horses and people. Horse and Barn Care Management will cover areas including: recognition of health issues, grooming, stall maintenance and care and proper feeding. Students taking this class will serve as managers in the barns on campus. The student manager will be responsible for managing their peers in the care of the horses in their barn. Horse and Barn Care management is available to students who have successfully completed Teaching I or Training I, maintained a 3.0 (B) average in Horse and Barn Care in previous quarters and had a recommendation by a Meredith Manor staff member.

**Riding Theory**

Theory classes provide for an understanding of the underlying principles of Dressage, Jumping and Western through a variety of techniques and opportunities for discussion. Emphasis is given to the application of principles of each student’s riding as well as to the discipline as a whole. All students enrolled in Riding Classes participate in theory classes in the same discipline. Basic principles are covered in the first quarter with intermediate and advanced level content being presented as students progress in their cognitive understanding and psychomotor development.

**Horse Showing**

Each week, the students take part in a program of horse showing designed to familiarize them with all aspects of competition. The students will participate as competitors, show secretaries, ring masters, announcers, ready ring crews, and judges. Rules for recognized AHSA and AQHA shows are followed. As competitors, the students will compete in classes in their riding disciplines according to their capabilities.

**Career Emphasis Areas:**

The Career Emphasis Areas, originated by Meredith Manor, are designed to give the student additional training in specialized areas of their choice. The courses have been developed to give the student practical experience and knowledge in the key areas where people are needed in the horse industry. Proper facilities, top instructors, and well structured programs make the Career Areas an integral part of the students’ overall education.

**Teaching I**

This course introduces the beginning teacher to practical skills necessary for effective teaching. Students are introduced to the main concepts of Educational Psychology and Philosophy. Skills developed include those related to good communication, organization, planning for instruction, and providing for effective teaching and learning. Students are given opportunities to observe and analyze practicing teachers. They learn to organize and plan lessons for various riding disciplines and/or content areas they will be teaching.

**Teaching II**

Teaching II is available to students who have successfully completed Teaching I. This course emphasizes and develops techniques for effective teaching and provides many opportunities for students to begin developing an “educated eye”. Students become familiar with teaching techniques related to Western, Dressage and Jumping, as well as other content areas. Skills developed include: recognizing effective models of instruction, meeting individual learner needs, and planning programs. Students are provided with many opportunities to observe and assist professional instructors and to practice the fundamentals of teaching.

**Teaching III**

Teaching III is available to students who have successfully completed Teaching I & II. Teaching III provides students with opportunities to apply teaching skills learned in Teaching I & II through practical field experience. Students work closely with Meredith Manor instructors to further develop skills and competencies. Emphasis is given to teaching at the beginner and intermediate level in the riding disciplines of Western, Dressage, and Jumping. Students elect to complete projects which may include assisting with barn management, a research project, and/or projects that students create to meet their individual professional goals. During this course students also have the opportunity to become certified in adult CPR and First Aid. A $15.00 lab fee is charged during this course.
Teaching IV is available to students who have successfully completed Teaching I-III. Teaching IV provides students with further opportunities to apply and refine their teaching skills. At this point, students are expected to specialize in a riding discipline or content area. They work closely with a Meredith Manor Instructor to increase knowledge and develop skills based on individual needs and interest. Students are expected to continue to develop their professional goals and complete independent projects. The objective is for teaching students to begin to take leadership roles as directors and coordinators of various teaching programs and activities from this point on in Teaching.

Teaching V is available to students who have successfully completed Teaching I-IV. Teaching V is a continuation of the individual student’s study and practical application of skills. Students are expected to participate fully in a program of study. This class allows students to complete hands on teaching projects to further develop the necessary skills to become a quality instructor. Emphasis is on the development of competencies and skills for teaching at the intermediate level. Students are actively involved in all aspects of the teaching process. At this level, students are given the opportunity to create workshops, clinics, and programs of study which they then implement and evaluate.

Teaching VI is available to students who have successfully completed Teaching I-V. Teaching VI focuses on preparing the students for professional jobs in the horse industry and helping them further develop a professional portfolio that reflects their unique skills, abilities, and educational background. Students may also assist and teach Theory and Showing classes participating in all aspects of the instructional process. Students are expected to complete learning projects and set professional goals.

Level One:
Requirements for the Level One Teaching Certification:
- Completion of Teaching I – III with a minimum 3.0 GPA and no more than 7 absences or observations in any one quarter in Teaching
- Completion of the Riding Master III program or the equivalent level of equine studies
- 75 hours of logged teaching time, at least 20 hours in each discipline; these hours will be completed on campus during the regular course of study and will be documented in the student’s teaching log book
- Completion of the Level I Training Certification
- Current CPR and First Aid certification
- Development of a professional portfolio
- Satisfactory completion of a written and practical examination

Upon completion of these requirements, the student will receive Level One Teaching Certification.

Level Two:
Requirements for the Level Two Teaching Certification:
- Meet all requirements for the Level One Teaching Certification
- Completion of Teaching I – V with a minimum 3.0 GPA and no more than 7 absences or observations in any one quarter in Teaching
- 250 hours of logged teaching time, at least 20 hours in each discipline; these hours will be completed on campus during the regular course of study and will be documented in the student’s teaching log book
- Satisfactory completion of a written and practical examination

Upon completion of these requirements, the student will receive Level Two Teaching Certification.

Training I develops an awareness of techniques used to train horses. The characteristics of horse temperament and physical capabilities are considered as students are introduced to each aspect of basic training as applied to “training colts”. After students learn the fundamentals of training, they determine training schedules for horses in the disciplines of Western, Dressage, and Jumping and become aware of the importance of a carefully executed program for the successful training of a young horse.

Training II provides students the opportunity to apply skills learned in Training I through hands-on experience with a suitable training colt. Emphasis will be given to safe handling of horses and proper use of appropriate equipment for training.

Training III provides students the opportunity to apply skills learned in Training II with a suitable training colt and to begin specializing in a riding discipline. Emphasis will be given to safety and proper use of equipment.
TRAINING IV
Training IV is a continuation of the application of basic training skills developed in Training III. Students become more proficient in the use of training techniques as they apply them to two suitable training colts in their chosen discipline. Emphasis will be given to safe handling of horses and proper use of equipment.

TRAINING V
Training V students will select an area of specialization in which to apply skills and training techniques learned in Training I - IV. Students may select areas such as western, dressage, or jumping. Emphasis will be given to safe handling of horses and proper use of equipment for specialized areas.

TRAINING VI
Training VI is a continuation of the application of training skills and techniques applied to a specialized area leading to a higher level of performance.

TRAINING CERTIFICATION
Requirements for the Level One Training Certification:
- Completion of Training I - II with a minimum 3.0 GPA and no more than 7 absences or observations in any one quarter in Training
- 30 hours of logged training time; these hours will be completed on campus during the regular course of study and will be documented in the student's training log book
- Satisfactory completion of a written and practical examination

Upon completion of these requirements, the student will receive Level One Training Certification.

Level Two:
Requirements for the Level Two Training Certification:
- Meet all requirements for the Level One Training Certification
- Completion of Training I – IV with a minimum 3.0 GPA and no more than 7 absences or observations in any one quarter in Training
- 80 hours of logged training time; these hours will be completed on campus during the regular course of study and will be documented in the student’s training log book
- Satisfactory completion of a written and practical examination

Upon completion of these requirements, the student will receive Level Two Training Certification.

Level Three:
Requirements for the Level Three Training Certification:
- Meet all requirements for the Level Two Training Certification
- Completion of Training I – VI with a minimum 3.0 GPA and no more than 7 absences or observations in any one quarter in Training
- 150 hours of logged training time; these hours will be completed on campus during the regular course of study and will be documented in the student’s training log book
- Satisfactory completion of a written and practical examination

Upon completion of these requirements, the student will receive Level Three Training Certification.

HORSE HEALTH
Horse Health introduces the student to the practical skills necessary to administer basic first aid and to identify common illnesses associated with the horse. Students also learn to set up preventative health programs for the control of disease and parasites, and identify common lamenesses along with those conformation faults that predispose lameness problems.

EQUINE MASSAGE THERAPY
This course teaches massage strokes and techniques, causes of muscular fatigue and soreness, skeletal structure of the horse and muscles of the horse. Students will learn and practice massage strokes and techniques on Meredith Manor school horses and have the school horses available to evaluate the results of the massage therapy.

CERTIFICATION
Upon successful completion of Equine Massage Therapy, a 3.0 average, and no more than seven absences in the class, the students can take a written and practical examination for certification in equine massage.

FARRIER CRAFTSMANSHIP I
Craftsmanship I is an introduction to shoeing. This class is geared to all horse individuals. Students evaluate shoeing jobs, learn proper trimming, shape factory shoes, and start the nailing process. Science portion of class covers the basic anatomy of the hoof and limb.

FARRIER CRAFTSMANSHIP II
This level is geared towards developing a working knowledge of the craft. Students work more hands-on. The emphasis of this class is on shoe bending, leveling, and fitting the factory shoe. Students also begin using the forge to modify the factory shoes. Science class covers hoof diseases.
At this level Students begin working more independently with the objective of completing tasks. They continue using the forge to modify factory shoes and begin on basic handmade plates. Lectures held on farrier science and basic business objectives.

Students continue shoeing, using factory and modified shoes. Students work on their Horsemanship along with their shoeing. Concepts developed in this class are an understanding of the basic gaits, movement interference, and practical approaches to diagnosing lameness. Students also continue working with the forge shaping factory and handmade plates.

Students continue shoeing, developing good shoeing strategies and establishing a routine in the shoe shaping, leveling and fitting tasks. Students also continue to work on their knowledge of farrier science and their Horsemanship skills. Tools and different designs are studied and new products are discussed and evaluated.

Students continue shoeing, and begin assisting with the lower levels of instruction to develop communication skills necessary for future dealings with customers and their horses. Concepts covered in this class are shoeing regulations, national farrier exams, certifications, and standards. After completion of Farrier Craftsmanship VI, students will have the basic knowledge to test at a National Certification offered by any Farrier Association.

Forging is available to students who are enrolled in or have successfully completed Craftsmanship II. Students will gain knowledge in the proper use and maintenance of forging tools. The class will cover basic forging operations and hammer control. Students will learn to shape keg shoes and keg shoe modifications, make handmade plain stamped shoes, make handmade fullered shoes, forge welding bar shoes and make handmade tools.

This course is intended to acquaint students with the concepts and methods of successful management of a Horse Business. Discussions of vehicle uses, Facility Design, Cash Flow Planning, Financing, Record Keeping, Advertising and Public Relations are included.

The Breeding Course is intended to acquaint students with the basic anatomy and physiology of the male and female reproductive systems of the horse, the care and preparation of mare and stallions for breeding, breeding techniques, and post breeding examinations and considerations relating to pregnancy and foaling. Included in the course are lectures and extensive laboratory sessions. The breeding course is taught at The Ohio State University Vet School and is offered only during the summer quarter.

Not all courses are offered each quarter. Some courses have minimum enrollment requirements. Check with the Admission Office for further information on course availability.

Meredith Manor’s programs are primarily “hands-on”, and for this reason classes are kept small. The Teacher/Student ratio is approximately 1:8 (one teacher for every eight students). Riding classes are grouped according to ability, and never exceed seven students.

**SCHOOL CALENDAR**

**SPRING 2009**

- Registration: March 1, 2009
- First Day of Classes: March 2, 2009
- Last Day of Classes Before Break: April 3, 2009
- Spring Break: April 4, 2009 - April 12, 2009
- Classes Resume: April 13, 2009
- Last Day of Classes: May 28, 2009
- Graduation: May 29, 2009

**SUMMER 2009**

- Registration: June 7, 2009
- First Day of Classes: June 8, 2009
- Last Day of Classes: August 27, 2009
- Graduation: August 28, 2009
SCHOOL CALENDAR

FALL 2009
Registration: September 6, 2009
First Day of Classes: September 7, 2009
Last Day of Classes: November 26, 2009
Graduation: November 27, 2009

WINTER 2009
Registration: November 29, 2009
First Day of Classes: November 30, 2009
Last Day of Classes Before Break: December 18, 2009
Winter Break: December 19, 2009 - January 3, 2010
Classes Resume: January 4, 2010
Last Day of Classes: March 4, 2010
Graduation: March 5, 2010

SPRING 2010
Registration: March 7, 2010
First Day of Classes: March 8, 2010
Last Day of Classes Before Break: March 26, 2010
Spring Break: March 27, 2010 - April 4, 2010
Classes Resume: April 5, 2010
Last Day of Classes: June 3, 2010
Graduation: June 4, 2010

SUMMER 2010
Registration: June 6, 2010
First Day of Classes: June 7, 2010
Last Day of Classes: August 26, 2010
Graduation: August 27, 2010

FALL 2010
Registration: September 5, 2010
First Day of Classes: September 6, 2010
Last Day of Classes: November 25, 2010
Graduation: November 26, 2010

WINTER 2010
Registration: November 28, 2010
First Day of Classes: November 29, 2010
Last Day of Classes Before Break: December 17, 2010
Winter Break: December 18, 2010 - January 2, 2011
Classes Resume: January 3, 2011
Last Day of Classes: March 3, 2011
Graduation: March 4, 2011

POLICY REGARDING STUDENT HORSES
Meredith Manor provides horses for all students. If a student wishes he/she may bring horses to Meredith Manor. There is a $200 per month charge for horses placed in the riding program. If the student will be the only one to use the horse, the charge will be $300 per month. Horse Board is subject to West Virginia State Sales Tax. Any medication or vet charges will be the responsibility of the student. A 2% fee is charged for late horse board.

Before a student brings a horse to Meredith Manor, the following requirements must be met:

(1) Application for horse enrollment must be completed.

(2) All horses must have a Vet Certificate verifying good health and verifying the following vaccinations within the past six months: Tetanus, influenza, encephalomyelitis, potomac horse fever, strangles, rhino, and a negative coggins test. Proof must be presented before a horse can be unloaded from the van.

(3) Horse must arrive with halter, lead and two buckets.
SUITABLE HORSES FOR THE PROGRAM

Horses must be no less than 2½ years of age. Horses should not be gaited or have the tendency to pace or single foot. They should be large enough to adapt to the advanced type of work in your riding area. Any horse determined to be unsuitable for the program by Meredith Manor staff will be sent home.

ADMISSION REQUIREMENTS

Admission to Meredith Manor is based upon the qualifications of the applicant. Candidates are reviewed without regard to sex, race, color, creed, national origin, age, or marital status. Neither does Meredith Manor discriminate against qualified handicapped persons in admission to and access to its courses and programs in violation of Section 504 of the Rehabilitation Act of 1973 or part 104 of Volume 34 of the Code of Federal Regulations or other regulation implementing such Act. Individual consideration is given to each applicant.

Meredith Manor reserves the right to place any entering student on probation or to refuse to admit any person who because of low scholarship or other reason is deemed unlikely to conform to the standards and goals which the School seeks to maintain. However, any such probation or refusal shall be without regard to sex, race, color creed, national origin, age, marital status or handicap.

Provided, however, that to be eligible for admission, a candidate must meet the following requirements.

1. Graduate from a fully accredited and approved high school or hold a high school equivalency diploma (GED);
2. Be in good general health.

Meredith Manor does not discriminate in admissions or employment on the basis of handicap. No qualified handicapped person will be excluded, on the basis of his/her handicap, from participating in our courses and programs. Meredith Manor also will make every reasonable accommodation, including the providing of auxiliary aids and services, in order to afford qualified handicapped persons an opportunity to participate in our courses and programs. Admission requirements, in addition to good general health, may include good physical strength, coordination and agility, sight and hearing. Meredith Manor is not required to eliminate criteria or requirements necessary to the courses and programs offered or which would fundamentally alter the nature of such courses or programs or result in undue burden to the school. Nor is Meredith Manor required to provide admission to and access to courses and programs to handicapped persons if such admission or access would pose a direct risk to the safety of other students and/or the handicapped person due to the inability of the handicapped person to satisfactorily perform the essential functions of a course or program even after reasonable accommodation. Individual assessment and consideration is given to each applicant and student. Handicapped persons interested in discussing their qualifications and the feasibility of attending Meredith Manor should contact the Director, who is designated to coordinate our compliance with all requirements of law prohibiting unlawful discrimination.

TRANSFER OF CREDIT POLICY

Meredith Manor International Equestrian Centre will accept transfer of credits for Career Area classes. We reserve the right to evaluate all transfer credits in relation to our programs. In order for a transfer of credit request to be considered the following will be required:

1. Transfer credits must have a minimum grade of C.
2. Transfer credits must have been earned at an institution that is accredited by an accrediting agency recognized by the Secretary of the U.S. Department of Education. A course description must accompany the request for approval of transfer of credit for each course. The course description must closely match the Meredith Manor course description.
3. A maximum of 8 credits may be accepted for the Riding Master I program.
4. A maximum of 16 credits may be accepted for the Comprehensive Riding Master III program.

Applicants applying for transfer of credit must complete and return to the Admissions office the following:

1. A letter requesting credit transfer. The letter must state the course/s that the applicant wishes to transfer
2. Course description/s
3. An official transcript

Credits awarded through non-traditional means of obtaining credit are evaluated on an individual basis. Meredith Manor reserves the right to accept or reject such credits depending on the relevance and application of such credits to the total certificate program. No credit may be earned through examination.
Tuition will be adjusted for each course transferred (i.e., one career area class transferred will reduce tuition by the amount of one career area class). Students who have transferred in credits will have fewer credits earned at Meredith Manor. Any student transferring credits should speak with the financial aid director to see if the transfer will affect the financial aid available.

No fees are charged to students requesting transfer of credits.

Applicants who are denied transfer of credit may appeal the decision. The appeal must be made in writing and should be directed to the School Director. The appeal should include an explanation of why the applicant feels the transfer should be accepted and any pertinent information pertaining to the course/s in question. The Director’s decision regarding the appeal will be final.

It is strongly recommended that all prospective students schedule a visit to the school. The visit will allow the prospective student to tour the facility, visit classes and talk with students or staff.

The following procedures will assure immediate action by the Admissions Office.

Applicants are to complete and return to the Admissions Office:
(1) “Student Application for Enrollment” with a deposit of $100, which is non-refundable.
(2) Official high school transcript or equivalency record.

After the Director of Admissions has received the necessary materials, the enrollment application will be processed and the applicant sent a copy acknowledging receipt of the deposit. This shall constitute confirmation of enrollment. Should the specific course be filled or should the applicant cancel within three days of signing the enrollment agreement, the deposit will be refunded and the agreement made void.

A student in good academic standing who has voluntarily withdrawn from Meredith Manor may seek readmission by submitting a request for reinstatement to the Admissions Office.

A student dismissed for academic or social reason may re-enter the program only if approval is granted from the Director. Any student, once enrolled, who wishes to change their enrollment to a different date must submit a re-registration fee of $25 and sign a new enrollment agreement.

Students are advised of the date of registration at which time they are responsible for payment of fees. An information packet is given to all incoming students and a dormitory assignment is made. Dormitories are not open to new students before registration.

Orientation classes begin the Monday following registration. At this time there are orientation meetings, career area talks, barn procedures orientation, and riding/training evaluations. Attendance is mandatory at all of these meetings.

All Meredith Manor faculty and administration are available for counseling.

The staff and students of Meredith Manor constitute an academic community dedicated to horse-related careers through education and communication in a personal atmosphere.

Meredith Manor believes that a variety of social experiences constitute an invaluable part of a student’s education.

Many Meredith Manor students serve as officials for horse shows and clinics held under the auspices of the West Virginia Department of Agriculture. Students, if interested, and qualified, judge 4-H and open horse shows in the surrounding states of Pennsylvania and Ohio as well as in West Virginia.

Meredith Manor is a residential campus. All persons are greatly affected by the environment in which they live. It is the goal of the Meredith Manor housing program to help each student grow in a supportive, creative, and healthy environment.

As in any community, there are basic rules that are designed to promote the general welfare of the residents. Dormitories are to be kept neat and clean at all times. No smoking areas are to be strictly observed. Rowdy or disorderly conduct, especially as it affects the safety and comfort of others is not allowed.

All appliances must be approved through the Admissions Office before they can be used in the dormitories. Appliances should have a three-prong plug to comply with OSHA standard.

Dormitories and rooms are on a first come basis. A seventy-five dollar ($75.00) deposit is charged each student living in the dormitory. The deposit will be refunded to the student when they move out of the dormitory if the key is turned in, there is no damage in the room, and they are paid in full. Any damage done to common areas of a dormitory will be the financial responsibility of all students living in that dormitory unless the administration is made aware of the specific person or persons

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Mail Service

All student mail should be addressed as follows: Student’s name, 147 Saddle Lane, Waverly, WV 26184. Using “Meredith Manor” in either the mailing address or return address will only slow down delivery. Mail is distributed to the students in the office. Stamps may be purchased from the main office. UPS, FedEx, DHL and Airborne Express also make deliveries directly to the campus.

Cafeteria

All students living on campus eat in the school cafeteria. Three meals per day are served Monday thru Friday. Brunch and Dinner are served on Saturday and Sunday.

Campus Conduct

Because it is impossible to write a code of conduct which covers every situation, Meredith Manor reserves the right to discipline and to dismiss any student who, in the eyes of the Director, constitutes a threat to the well-being of individuals or to the reputation of the school. The student’s signature on the Enrollment Agreement signifies his/her agreement to conform to the rules and regulations of the School with regard to conduct and discipline and represents his/her understanding that violation of such rules and regulations will result in probation or dismissal.

Policy on Illegal Drug and Alcohol Abuse

The fundamental purpose of Meredith International Equestrian Centre is to maintain an environment that supports and encourages the pursuit of knowledge and skills directly related to the horse industry. That environment is damaged by illegal drug use or alcohol abuse. Therefore, all teaching staff, administrators, other school employees and students share responsibility for protecting the environment by exemplifying high standards of professional and personal conduct. The illegal use, possession, sale, delivery and/or manufacture of drugs or alcohol will not be tolerated and may be grounds for immediate suspension or dismissal of students, teaching staff, administrators and other school employees.

Meredith Manor International Equestrian Centre policies and programs are intended to emphasize:

1. The incompatibility of the use or sale of illegal drugs, and/or alcohol abuse with the goals of the school.
2. The legal consequences of involvement with illegal drugs or the illegal use or distribution of alcohol.
3. The health implications of the use of illegal drugs and/or the abuse of alcohol.
4. The ways in which illegal drug and/or abuse of alcohol jeopardize an individual’s present accomplishments and future opportunities. In particular the negative implications of the illegal use or abuse of illegal drugs and alcohol in direct relation to handling and working with horses.

STANDARDS OF CONDUCT

1. The illegal use, possession, sale, delivery and/or manufacture of drugs will not be tolerated.
2. Under West Virginia law alcohol may be legally served and sold only to individuals twenty-one years of age or older. No student or employee under twenty-one years of age shall consume any alcohol on or off campus.
3. No alcoholic beverages will be sold, distributed or consumed at any school sanctioned event.
4. No alcoholic beverages will be sold, distributed or consumed on campus anywhere other than the privacy of the students’ or employees’ dormitory room or personal residence in the case of those students and employees twenty-one years of age or older.
5. Intoxication, or disorderly conduct will not be tolerated.

DISCIPLINARY SANCTIONS

Meredith Manor International Equestrian Centre shall take actions necessary, consistent with state and federal laws to eliminate illegal drugs or the illegal use of alcohol from our school. Students, staff, administrators, and other employees are responsible as citizens for knowing about and complying with WV law regarding illegal drugs and/or the illegal use of alcohol. Any member of the school who violates that law is subject both to prosecution and punishment by civil authorities and to disciplinary proceedings by Meredith Manor International Equestrian Centre.

causing the damage. The cost will be determined by the actual cost of repair and will be billed to the responsible person(s) or divided equally by all residents. Pets are not permitted in the dormitories. There is no refund for room and board costs if a student moves off campus during a quarter. Several special housing options are available in addition to the student dormitories. These include school buses and crates that have been converted into single or double occupancy, on campus student housing. All units have private bathrooms, and the double occupancy units also have a kitchenette. See the “Fees and Payment” schedule for all housing costs.

Students wishing to live off campus may do so. Contact the school for listings of off campus housing.
It is not “double jeopardy” for both the civil authorities and the school to proceed against and punish a person for the same specified conduct.

The discipline imposed by the school may range from written warning with probationary status to expulsion from enrollment and discharge from employment. The following minimum penalties shall be imposed for the particular offenses described.

For the first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell, or deliver any controlled substance any student shall be expelled and any employee shall be terminated.

For a first offense involving the illegal possession of any controlled substance identified in Schedule I, West Virginia Standards and Schedules 60A - 2 - 204, or Schedule II, West Virginia Standards and Schedules 60A - 2 - 205, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one quarter. During this period of suspension the student or employee must participate in a drug education and counseling program and have a recommendation from a counselor before the student or employee will be considered for reinstatement. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V, West Virginia Uniform Controlled Substances Act 60A - 2 - 208: 60A - 2 - 210; 60A - 2 - 212, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program and accept other conditions or restrictions as the school deems appropriate. Refusal or failure to abide by the terms of probation shall result in expulsion for the student or discharge for the employee. For the second offense involving the illegal possession of a controlled substance the student shall be expelled and the administrator, staff, or other employee shall be discharged.

For a first offense involving intoxication, drinking on campus in places other than dorm rooms or houses, under-age drinking, or arrests the minimum penalty shall be probation for the period of one quarter. A person on probation must agree to any conditions or restrictions the school deems appropriate.

For a first offense involving intoxication, drinking on campus in places other than dorm rooms or houses, arrests, or under-age drinking the student, administrator, staff or other employee shall be placed on probation for a period to be determined on a case-by-case basis. Any person on probation for a second offense must agree to participate in an alcohol education and counseling program and accept other conditions or restrictions as the school deems appropriate. Refusal or failure to abide by the terms of probation shall result in expulsion of the student or discharge of the employee.

For a third offense involving intoxication, drinking on campus in places other than dorm rooms or houses the student, administrator, staff or employee shall be suspended for a period of at least one quarter. During the period of suspension the student or employee must participate in an alcohol education and counseling program and have a recommendation from a counselor before the student or employee will be considered for reinstatement.

Meredith Manor International Equestrian Centre’s students, teaching staff, administrators, and other school employees must notify the Institution of any drug convictions within five days of the occurrence.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
Drug Counseling, Rehabilitation, and Assistance Programs
1. Alcoholics Anonymous, Inc. Parkersburg, WV
2. National Association for Drug Abuse, Rockville, MD
3. Westbrook Health Services, Parkersburg, WV
4. Center for Substance Abuse Treatment and Referral Hotline. (1-800-622-HELP)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.
Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
(a) 1st conviction and the amount of crack possessed exceed 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
21 U.S.C. 861 (A)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
21 U.S.C. 844a
Civil fine up to $10,000 (pending adoption of final regulations.)
21 U.S.C. 853a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.
18 U.S.C. 922q
Ineligible to receive or purchase a firearm.
Miscellaneous
Revocation of certain Federal licenses and benefits, e.g. pilots' licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.
Note: these are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Local Penalties and Sanctions for Illegal Possession of a Controlled Substance and Alcohol:

State of West Virginia Penalties and Sanctions for Illegal Possession of a Controlled Substance
Blood alcohol level of .10 (differs by state)
1st Offense: Imprisonment for not more than 1 year and/or $350-$500 fine; suspension of license at least 6 months.
2nd Offense: Within 10 years, fine of not less than $500; 1 year license revocation.

Cheating
An act of academic dishonesty in any form will not be tolerated. A student found guilty of willful cheating will receive a failing grade in the class in question and be subject to further disciplinary action which may include suspension or dismissal.

Theft
Theft from campus facilities or from individual members of the campus community will result in suitable disciplinary action which may include suspension or dismissal from the School. Theft is also a violation of civil law and therefore subject to action by the Civil authorities.

Double Jeopardy
The American Bar Association on Campus Government and Student Dissent has made the following comment regarding double jeopardy on a case involving both School and Civil violations: “Actions by a criminal court or a university disciplinary board do not preclude subsequent trial of the student for the same conduct by the other group of authorities.”
Teaching Trainers & Training Teachers

Meredith Manor
School of Horsemanship
Established 1963
Teaching Riding & Marketing Riding As Saleable Skills
Termination Policy

A student may be dismissed from school for the following reasons: academic, social, non-payment of tuition and fees. No student will be dismissed without a formal warning in the form of a conference, and if applicable an opportunity to rectify the problem. (Also see: Policy on Illegal Drug and Alcohol Abuse, Campus Conduct, Cheating, Theft, Non-payment, and Satisfactory Progress.)

Campus Security

This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on our campus.

Should you witness a crime in process or are a victim of a crime, Meredith Manor requests that you follow this procedure:

During school hours, notify the School Director or the Dean of Students and the State Police Department immediately at 420-4600, or the Sheriff at 424-1834.

If a crime occurs during non-school hours and no faculty or staff members are available, notify the State Police Department immediately and the School Director or the Dean of Students as soon as possible during normal business hours.

Remember: Preserving evidence for proof of a criminal offense is very important.

Meredith Manor does not recognize any off campus student organizations that would be covered under this act.

Meredith Manor does not employ security personnel. Several Administrators and staff members live on campus and students living in the dorms have direct access to them.

The School invites local law enforcement personnel to their campus on a regular basis to keep students and employees informed of campus security and to encourage both students and employees to be responsible for their own safety as well as the safety of others. Literature is available from the local law enforcement authorities which details ways to prevent crimes.

Outside mercury vapor lights are situated throughout campus to keep areas well lighted. Outside dormitory doors can be locked and all dormitory rooms have individual locks. Locked areas are provided in or adjacent to the barns for storage of tack and equipment.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution’s administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices on registration day in the office during their entrance interview at Meredith Manor:

* When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid secluded pathways or alleyways.
* Do not carry large amounts of cash.
* Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lit area.
* Do not leave equipment or personal property unattended in the barns, arenas, or cafeteria.
* Sexual assault prevention programs are available at Westbrook Health Services at 2905 Emerson Ave., Parkersburg, WV 26101. Phone number (304) 422-1175.

Counseling for sex offense victims is available at Westbrook Health Services at 2905 Emerson Ave., Parkersburg, WV 26101. Phone number (304) 422-1175.

If applicable and reasonably available, the institution will change the academic and living situation of a student after an alleged sex offense.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of the institution’s final determination of any institution disciplinary proceeding and any sanction imposed against the accused.

The following sanctions may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. The discipline imposed by the school may range from written warning with probationary status to expulsion from enrollment and discharge from employment.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101.226). All students and employees should refer to the booklet “Drug and Alcohol Prevention Program” for information concerning the campus policies and individual responsibilities required under this Act which is available at the school office.
Crime Statistics

In compliance with Public Law 102.26, the following information on campus crimes is reported to you for your review.

The following criminal offenses were reported to the State Police agency as having occurred on campus:

<table>
<thead>
<tr>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The following criminal offenses manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crime Statistics Acts were reported as having occurred on campus:

<table>
<thead>
<tr>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple assault</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

In addition to the above crimes, the following number of arrests were made during 2005-20067 for these specific violations:

<table>
<thead>
<tr>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Meredith Manor International Equestrian Centre  (304) 679-3128

West Virginia State Police Department (304) 420-4600/cellular *77

The complete OPE Campus Crime and Security data for Meredith Manor can be accessed from the OPE Campus Security Statistics Website at http://ope.ed.gov/security.

Grading Policy

A student is in good academic standing who maintains the minimum grade of “C” or a 2.0 GPA. Grades are issued every twelve weeks, or at the completion of each 37 credits. In determining grades, the following aspects are considered: class participation, amount of improvement, degree of proficiency, initiative, maturity, and sense of responsibility. The policy for awarding grades is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Credits</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>3.0</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

See individual course syllabi for complete information on grading.

Procedures:

All staff maintain a grade book. Grades and attendance are recorded daily. Each six weeks grades and attendance records are turned in to the office. A student conference is to be held and a student conference report filed for any student dropping below a 2.0. Final grades and attendance records are due in the office the Wednesday following the close of each quarter.

Repeating a class:

Any student wishing to repeat a class due to failure or a low grade may so do with the permission of the Director. If a class is repeated the grade earned will replace any previous grade earned in that class. (Example: If a student earned a grade of “D” in Teaching I and repeated Teaching I and earned a grade of “B”, the grade of “B” will replace the “D” on the student’s grade card). The student will not earn double credits for the class. Any class which is repeated must be paid for by the student. Repeated classes are not covered by Financial Aid. Any student repeating a class will sign a special contract for that class and specify before the start of the quarter the class being repeated.

Satisfactory Academic Progress Policy

Federal regulations require that students receiving Federal Financial Aid must maintain satisfactory academic progress based on quantitative progress, qualitative progress, and a minimum number of credits completed within an increment. The Satisfactory Academic Progress Policy pertains to all students enrolled in the following programs.

The Riding Master I-IV programs are 12 weeks long with two (2) six-week increments of 18.5 credits each. The Shoeing Short Course program is 12 weeks long with two (2) six-week increments of 18 credits each. The Comprehensive 36-Week Riding Master III and Comprehensive 36-Week Riding Master VI programs are each 36 weeks long with three (3) twelve-week increments of 37 1/3 credits each. The Comprehensive 72-Week Riding Master III
and Comprehensive 72-Week Riding Master VI programs are each 72 weeks long with six (6) twelve-week increments of 18 2/3 credits each. The Equine Science Master program is 36 weeks long with (3) twelve-week increments of 34 credits each.

The maximum time frame for a student to complete any above program is 1.5 times the length of the program: 18 weeks for 12 week programs, 54 weeks for 36 week programs, and 108 weeks for 72 week programs. The student’s qualitative progress is measured through their cumulative GPA. A minimum of a 2.0 cumulative GPA is required in all above programs. The student’s quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. A minimum 70% quantitative progress is required in all above programs.

Grades of “F” and “I” are counted as credit hours attempted but not achieved and have a 0.00 value toward GPA. If a student fails to complete the required course work in the allowable timeframe, an “I” becomes an “F” for that class. Repeated course work are counted as credit hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. A student who fails a required course must re-take the course or take an equivalent course to receive his/her certificate. No Federal Title IV funds will be paid during repeated increments.

Students may not withdraw from a class that is required in their program if this would not enable them to complete the required number of credits to complete their program in the maximum time frame allowed. Students who withdraw from a course or the program will receive a grade of “W”, which has no impact on the GPA. The credit hours for these courses are counted as attempted but not achieved.

Non-credit remedial courses generally do not apply and will have no effect on satisfactory progress.

**Academic Probation**

If a student does not meet the quantitative or qualitative requirements or complete the required number of credits for the program he/she is enrolled in within each six week increment, he/she will be placed on probation for the next six week increment. Students placed on probation will receive written notification. Students will continue to be eligible for Federal Title IV funds while on probation.

If at the end of the six week probation period the student has not met the quantitative or qualitative requirements or the required number of credits for the program they are enrolled in have not been completed, the student’s Financial Aid will be terminated and they will be in unsatisfactory academic progress. Students determined to be in unsatisfactory academic progress will receive written notification.

**Appeals Process**

To appeal a determination of unsatisfactory academic progress, the appeal must be submitted to the Director in writing within ten calendar days of the notification. The letter should describe any circumstances the student feels deserves further consideration, along with pertinent documentation. The student will be notified of the decision of the Director within five calendar days of receipt of the appeal. The decision of the Director is final.

**Re-establishing Satisfactory Progress**

To re-establish satisfactory progress, the student must meet the quantitative and qualitative requirements, have completed the required number of credits for the program they are enrolled in and be within the maximum allowable time frame by the end of the next six week increment. If the student fails to re-establish satisfactory progress within the next six week increment, the student will receive a written dismissal notice from the school and Financial Aid will not be reinstated. If the student re-establishes satisfactory progress, Federal Title IV aid will be reinstated for the next six week increment.

**Transfer and Readmitted Students**

Transfer students from outside Meredith Manor will be evaluated quantitatively and qualitatively only on the work completed while at Meredith Manor. The quantitative and qualitative requirements remain the same for all students. The maximum time frame is based on the amount of time left to complete the current program. If the student has only 30 weeks left to complete the program, the maximum time frame for that program will be 1.5 x 30 weeks, or 45 weeks.
LEAVE OF ABSENCE POLICY

In some cases, a student may arrange to leave school temporarily, with the intention of resuming the program at a later date. A Leave of Absence may be granted for:

1. Medical reasons
2. Other applicable circumstances determined necessary by the administration

A student requesting a Leave of Absence must request the leave of absence in writing in advance of the beginning date of the Leave of Absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a Leave of Absence within a timeframe consistent with the consecutive absence policy (24 consecutive absences in any class without notification to the school), he or she must be withdrawn.

A Leave of Absence of three weeks or less may be scheduled to be made up during the current program. A Leave of Absence is limited to 180 calendar days or one-half the published program length, whichever is shorter. In the case of a Leave of Absence longer than three weeks due to medical reasons the student must provide the School with a written recommendation from a physician. An approved Leave of Absence may be extended for an additional period of time provided that the extension request meets all of the requirements and the total length of the Leave of Absence does not exceed the specified limit.

Students must remove all belongings from the dormitories and barns before leaving on the Leave of Absence. Placement in the dormitories upon returning from a Leave of Absence will depend on availability of rooms. If a student must be out of school longer than the allowed Leave of Absence, they must withdraw from the program. The student may apply for reinstatement into the program and they will re-enter the program at the same point in a quarter where they withdrew. (Example: If a student withdrew during the third week of a quarter, he would return in the third week of a future quarter.)

Multiple Leaves of Absence may be permitted provided the total of the leaves does not exceed the limit. Students will not incur any additional charges while on a Leave of Absence. If the student fails to return from the Leave of Absence, the student is considered to have withdrawn from school as of the first day of the Leave of Absence. Acknowledgment of Refund and Release forms will be mailed within thirty days after the last day of an approved Leave of Absence.

Meredith Manor International Equestrian Centre's programs are always subject to curriculum changes. Some courses are offered on a rotating basis. According to the current curriculum at re-entry, the School will arrange the student's schedule the best way possible to allow the student to continue where they left off.

At the completion of each quarter each student is given a grade card recording the grade received for each course attended. During the quarter students are informed of their progress by each individual instructor. Written reports on the student's progress are made in the form of absence warnings, formal conference warnings and are filed in the students' permanent file.

Meredith Manor expects students to attend all scheduled classes. When you miss class, you not only fall behind on new material, but you miss the hands-on repetition that is so important in learning and developing your skills. Additionally, future employers are looking for graduates with excellent attendance records.

Minimum Standard:
Class attendance as scheduled is required. Students must attend 85% of their scheduled classes per quarter. Seven (7) absences per quarter are allowed per Riding and Career Area course. More than seven absences will result in failure of the course. One (1) absence per quarter is allowed for Theory and Showing. More than one absence will result in failure of the course.

Tracking:
Attendance is recorded in every class period by the instructor. The Director receives weekly updates on students' progress and attendance records at the staff meeting. The students will receive written notification if they go over the absence limit in any class.

General Policies for Make-Up of Absences:
1. Absences in Riding Classes:
   a. One hour of observation for each class missed, or Instructor may schedule student in an additional riding class.
b. Time and class observed designated by Instructor.

2. Absences in Lecture Classes:
   a. The information missed in class is the responsibility of the student.
   b. The Instructor may schedule additional assignments.

3. Absences for Labs or "hands on" portion of classes aside from riding:
   a. If room permits, the Instructor may schedule the student to make-up the class, or
      observation time may be scheduled.
   b. The Instructor may schedule additional assignments.

4. Any student missing more than 50% of a class will not be able to make up classes for a
   passing grade.

5. Any student who is absent more than 24 consecutive days in any class without notification
   to the School will be considered withdrawn from that class.

Tardy and Early Departures:
A student is considered tardy when they are more than five (5) minutes late for class. A tardy
will be factored into a student's grade. Leaving any class before the class is dismissed without
the consent of the instructor will be considered an early departure. Five tardies or early
departures will equal one absence. See individual course syllabus for complete information on
grading and how a tardy or early departure might affect your grade.

POLICY REGARDING THE PRIVACY ACT

It is our feeling as members of the faculty and administration of Meredith Manor that a student's
file is an important record of background information and educational progress.

We maintain an "open file" system. Any student wishing to see his file must submit a written
request to the Admissions Office.

Unless a student is over 18 and independent of parents, with regard to payment of tuition, the
parents will be informed of any academic or social problems. A copy of the student's grades will be
mailed to the parents at the end of each 12-week term of study.

A copy of the student's grade transcript can be copied from his file for issue to another school or
an employer; no other file information will be copied for these purposes. Such requests must be
made in writing to the Graduate Services Office. The Graduate Services Office will be responsible
for all letters of reference or recommendation on behalf of all students and/or graduates of
Meredith Manor.

All conferences must be signed by the student to assure his awareness of information on file.
Any challenge to information in the file must be submitted in writing to the Admissions Office.

GRADUATION REQUIREMENTS

To graduate from any program the student must pass all required courses and maintain a
minimum cumulative grade point average of 2.0 (C). Upon successful completion of a program
a certificate is awarded. The certificate awarded will be for the highest level program completed.
(Example: A student who successfully completed a Riding Master I, Riding Master II, and Riding
Master III program will receive a Riding Master III certificate.)

A student wishing to terminate attendance at Meredith Manor must submit to the Admissions
Office written and dated notice to this effect, signed by the student; or if the student is not 21 years
of age, by the parent or guardian. If written notice is not received, the School shall assume the date
of termination to be the date of last class attendance. Refund and the signed “Acknowledgment of
Refund and Release” form will be mailed within 30 days of termination.

Students are personally responsible for keeping the Administration Office informed of changes of
home address. First class mail will be forwarded to students after they leave the campus and all
mail will be held for students during vacation periods.

Meredith Manor provides job opportunity data and counsels students in job placement. Students
are assisted in writing resumes and securing interviews. Conferences at the School before
graduation and systematic correspondence after graduation assure current information regarding
graduates and employers.

Employment or job placement upon successful completion of any course is not guaranteed or
implied by Meredith Manor. However, the School will make every reasonable effort to assist in
obtaining employment interviews for its students and graduates in good standing.

Meredith Manor International Equestrian Centre has a graduate file for all students that graduate.
A copy of the final grade transcript and absences with a copy of their certificate is placed in their
graduate file.

Six weeks prior to a student graduating they have access to Meredith Manor International
Equestrian Centre’s job book. The jobs are listed by state. The job forms have the following
information listed.
GRADUATE SERVICES

1. Person to contact
2. Address
3. Phone number
4. Position available
5. Salary
6. Housing information
7. Number of horses
8. Date job came in
9. Date positions available

The Students choose which jobs they want to apply for. Graduates in good standing continue to have access to the electronic version of the job book on the website. Contact the Graduate Services Director for login credentials.

Students can voluntarily pay a fee of approximately $45.00 for a listing with a National placement agency for the horse industry. A graduate guest book is available on the school’s web site for graduates to keep in touch with the school and with other graduates.

An Exit interview is conducted with each student. They receive their exit interview forms at that time. The forms must be completed and returned to the Graduate Services Director prior to graduation. The following information is on their exit interview form.

1. Name
2. E-mail address
3. Address after graduation
4. Employer’s name
5. Employer’s address
6. Employer’s phone No.
7. If student is continuing their education
8. If student is requesting help with employment
9. Waiver - if student does not want help with job placement, they must state reason.

Sixty days after graduation Meredith Manor International Equestrian Centre mails an employer satisfaction form to the student’s employer. Once the form is returned it is filed in the student’s graduate file. If the form has not been returned within thirty days, a second request is mailed. If there is still no response, Meredith Manor International Equestrian Centre will contact the employer and request the information.

The School will forward transcripts to prospective employers or college admissions offices but does require that the student submit his request in writing. A $2.00 charge is required.

FEES AND PAYMENT

Fee Payment Schedule: Tuition and fees are payable as a $100 deposit at time of enrollment and the balance at time of registration. The deposit is nonrefundable, unless requested within three business days of signing the enrollment agreement. All tuition and fees must be paid in United States currency.

Financial aid students are responsible for the balance of any tuition not covered by financial aid at registration. Monthly payment plans may be set up if arranged prior to registration and approved by the Business Manager. Anyone making monthly payments will be charged interest on any balance due and must be set up to cover all costs in full prior to graduation date.

COSTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Dorm</th>
<th>Special Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riding Master I</td>
<td>$7,612.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Riding Master II</td>
<td>$7,612.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Riding Master III</td>
<td>$7,612.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Riding Master IV</td>
<td>$7,612.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Riding Master V</td>
<td>$7,612.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Riding Master VI</td>
<td>$7,612.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Comp. Riding Master III</td>
<td>$22,836.00</td>
<td>$3,168.00</td>
<td>$4,518.00</td>
</tr>
<tr>
<td>Comp. Riding Master VI</td>
<td>$22,836.00</td>
<td>$3,168.00</td>
<td>$4,518.00</td>
</tr>
<tr>
<td>Equine Science Master</td>
<td>$17,297.00</td>
<td>$3,168.00</td>
<td>$4,518.00</td>
</tr>
<tr>
<td>Shoelng Short Course</td>
<td>$6,291.00</td>
<td>$1,056.00</td>
<td>$1,506.00</td>
</tr>
</tbody>
</table>

BREAKDOWN OF COSTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours Per Week</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riding</td>
<td>4</td>
<td>$1,447.00</td>
</tr>
<tr>
<td>Career Area</td>
<td>8</td>
<td>$1,797.00</td>
</tr>
<tr>
<td>Theory</td>
<td>2</td>
<td>$450.00</td>
</tr>
<tr>
<td>Showing</td>
<td>3</td>
<td>$674.00</td>
</tr>
</tbody>
</table>

LAB FEES:
A lab fee in the amount of $250.00 is charged for the breeding class. The fee covers materials.
FEES AND PAYMENT

and supplies provided for the lab. Lab fees are due in full at the start of each quarter. Students may not participate in class until the lab fee has been paid.
A lab fee of $15.00 is charged in Teaching III.
Farrier required text: Principles of Horseshoeing by Dr. Doug Butler cost: $125.00.
Hooft Knife: The Knife Classic brand recommended: $30.00

Farrier Craftsmanship: Recommended if choosing farrier as a career:

<table>
<thead>
<tr>
<th>Tools</th>
<th>Recommended Brand</th>
<th>Tools</th>
<th>Recommended Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apron</td>
<td>Heavy Duty (can be purchased at School)</td>
<td>Knife Sharpener</td>
<td>Diamond Hone</td>
</tr>
<tr>
<td>Hoof Nippers</td>
<td>14&quot; G.E.</td>
<td>1/4 Tongs</td>
<td>Bloom</td>
</tr>
<tr>
<td>Shoe Puller</td>
<td>Diamond</td>
<td>Clinch Cutter</td>
<td>Bloom Foot stand</td>
</tr>
<tr>
<td>Driving Hammer</td>
<td>Horse head – 12 oz.</td>
<td></td>
<td>Combo Cut</td>
</tr>
<tr>
<td>Nail Clincher</td>
<td>G.E. Curve Jaw</td>
<td>Hoof Gauge</td>
<td>NC Tool</td>
</tr>
<tr>
<td>(2) Rasp Handles</td>
<td>Screw on</td>
<td>Crease Nail Puller</td>
<td>Diamond</td>
</tr>
<tr>
<td>(1) Rasp</td>
<td>Heller Legend</td>
<td>Clinch Block</td>
<td>W-Brand</td>
</tr>
<tr>
<td>(1) Finish File</td>
<td>Simonds</td>
<td>Nail Nippers</td>
<td>Diamond</td>
</tr>
<tr>
<td>6&quot; Divider</td>
<td>General</td>
<td></td>
<td>Farrier Tool Box</td>
</tr>
</tbody>
</table>

Meredith Manor has a limited supply of farrier tools for student use during class hours.

Room Deposits/Dormitory Damage: $75.00 room and key deposit is required for all students living in the dormitories. The deposit will be refunded to the student when they move out of the dormitory if the room key is turned in, there is no damage or vandalism to the room, and they are paid in full. Any damage done to the dormitory rooms is the financial responsibility of all students living in the dormitory unless the administration is made aware of the specific person or persons causing the damage. Costs for all damage will be determined by the cost of repair and will be billed to the responsible person(s) or divided equally among all residents.

Bad Checks: There is a $20.00 charge for any returned check.

Room & Board:
Any student living on campus at the start of any quarter will be charged for room and board for the full quarter.

Cafeteria:
All students living on campus are required to pay room and board charges. These charges include meals served in the school cafeteria. The cafeteria serves three meals per day Monday-Friday. Brunch and dinner are served on Saturdays and Sundays. All students pay the same fee for room and board regardless of whether they attend all meals. Students living off campus can purchase individual meal plans for $252 per meal per quarter.

Horse Board:
A fee of $200.00 per month is charged for student horses used in the program. If the student wishes to be the only one to use the horse, the charge will be $300 per month. Any medication or vet charges are the responsibility of the student.

Personal Expenses:
Students are personally responsible for providing their own transportation while enrolled in the program. Spending allowances should include money for laundry, movies, snacks and personal hygiene items.

Transfer Fee:
Any student who has paid a $100 deposit and enrolled in a course who wishes to change his starting date to another quarter must send a $25.00 transfer fee (non-refundable) and fill out a new enrollment agreement. The $100 deposit will then be transferred to the new starting date.
Refund Policy:
Meredith Manor will use the Pro-rata Refund Policy for all first time students:

- All monies paid by the applicant will be refunded if requested within three (3) business days of signing the enrollment agreement.
- If an applicant cancels after three business days or does not begin the program at the start of scheduled classes, the school will refund all monies paid, less a one hundred dollar ($100.00) administrative fee.
- If an applicant is rejected for enrollment, the school will refund all monies paid.
- If the program is canceled subsequent to student enrollment, all monies will be refunded.
- If a student withdraws during the first week of classes, tuition withheld will not exceed 10% of the stated tuition charges and in no event more than $500.00.
- If a student completes more than one week, but less than fifty percent (50%) of the period of enrollment for which the student was charged, 10% - 50% of the stated tuition, room and board charges will be withheld plus $100.00 administrative fee. This will not exceed the pro-rata portion for the training the student has completed.
- The pro-rata amount will be computed by using the ratio of the number of weeks of instruction completed to the total number of weeks of instruction scheduled. Any portion of a week completed will be computed as a full week.
- After fifty percent (50%) of the program is completed, there is no refund due and the student owes for the entire cost of the program.

Meredith Manor will exclude from refund an administrative fee of $100.00. Refunds due students leaving school after entering the program will be made within 30 days from the determination date of the student’s withdrawal.

Distribution Priority of Refunds and Repayments due:
1. FFEL Loans: Unsubsidized Stafford - Subsidized Stafford - Plus
2. Federal Direct Loans: Unsubsidized Stafford - Subsidized Stafford - Plus
3. Federal Pell Grant Programs
4. Other Federal, State, Private, or Institutional Aid
5. The Student

Effective October 1, 2000 the law now specifies how each school must determine the amount of Student Financial Aid program assistance that a student earns if the student withdraws. Meredith Manor will calculate the amount of Title IV aid that was earned based on a payment period basis. Refunds will continue to be calculated by the enrollment period as stated in the Refund Policy. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV Funds.

Any student who is delinquent in tuition or fees payment will be notified in writing of the delinquency. The student will be allowed two weeks time to remedy the problem. If the delinquency is not resolved in that time, the student will be withdrawn from classes. Delinquent accounts not resolved in the above manner will be turned over to a third party servicer for collection.

A student may be suspended or dismissed for non-payment of fees. No certificate or transcripts will be awarded to any student with an outstanding balance. Meredith Manor reserves the right to turn delinquent accounts to a collection agency.

All students are expected to bring items listed below with them to school. If you have questions about any items, contact the Admissions office. New equipment is not required. All equipment should be clearly marked for easy identification.

WESTERN (Riding Master Students Only)
- Western saddle: flat seat/small to medium cantle/fender and stirrup drop from center of seat
- Snaffle bridle: with 7 ft. split reins; dropped, figure 8, or flash noseband, and 5" medium thick stainless steel eggbut or loose ring snaffle bit.
- 30" girth: (fleece or neoprene)
- Western Jeans: boot cut, two to four inches longer than the normal inseam.
- Western Riding Boots: pull on and/or lacers with heel and no thick sole or treads.
  - No tennis, all terrain or hiking style boots.
  - Fleece or neoprene type saddle pad 30" x 30"
DRESSAGE (Riding Master Students Only)
- Dressage saddle
- Snaffle bridle: with reins; dropped, figure 8, or flash noseband; and 5" medium thick stainless steel eggbutt or loose ring snaffle bit. Horse size and cob size (suggested)
- 24" girth: fleece or neoprene; or 42" if appropriate for saddle
- Girth extender
- Saddle pads: one fitted, one thick square
- Breeches
- Hunt boots: or paddock boots with half chaps
- Riser pad: (lifts up back of saddle for better balance on some horses)

JUMPING (Riding Masters Students Only)
- All purpose saddle: or one dressage and one jumping saddle: medium width
- Snaffle bridle: with reins; dropped, figure 8, or flash noseband; and 5" medium thick stainless steel eggbutt or loose ring snaffle bit. Horse size and cob size (suggested)
- 42" girth: fleece or neoprene
- Girth extender
- Saddle pads: one fitted, one thick square
- Breeches
- Hunt boots: or paddock boots with half chaps
- Stirrups: breakaway safety
- Riser pad: (lifts up back of saddle for better balance on some horses)

OPTIONAL FOR ALL RIDING DISCIPLINES (Riding Master Students Only)
- Show clothes appropriate for discipline
- Spurs

FOR THE CLASSES AND THE BARNs (Riding Master and Equine Science Master Students)
- Halter and cotton lead
- Grooming kit:
  - Soft brush
  - Hard brush
  - Rubber curry comb
  - Hoof pick
  - Sweat scraper
  - Scissors
  - Sponges
  - Towels
  - Spray bottle (suggested)
  - Hairbrush (suggested)
- Cooler (suggested, Riding Master students only)
- Tack cleaning supplies (Riding Master students only)
- Safety helmet (approved with safety harness)
- Riding gloves or work gloves
- Polo wraps
- Medium or large bell boots (Riding Master students only)
- Riding whip 42"
- Lunge line: cotton without chain
- Lunge Whip
- Side reins with elastic doughnut
- Plastic manure picker
- Stud chain
- Surcingle (suggested)

FOR THE DORMS
- Linens for single bed
- Mattress cover
- Seasonal blankets
- Personal items
- Towels and washcloths
- Barn clothes and shoes
- Seasonal clothes
- Flashlight
The purpose of the financial aid programs at Meredith Manor International Equestrian Centre is to ensure equal access and choice to all students seeking an education at Meredith Manor, regardless of their, or their parents', financial ability to meet tuition and other costs. Students and their parents should be made aware that the primary responsibility of a child’s education rests with the student and parents. The financial aid programs available at Meredith Manor are administered according to the rules and regulations set forth by applicable program regulations and HEA Title IV laws, as amended.

**STUDENT ELIGIBILITY**

All students applying for financial aid based on need must file a free application for federal student aid (FAFSA). The FAFSA can be completed online at http://fafsa.ed.gov, be sure to include the Meredith Manor school code (010219). All students applying for financial aid at Meredith Manor must meet the program eligibility requirements outlined in the General Provisions pertaining to citizenship, selective service registration, non-default status, enrollment status and have a high school diploma or GED. Students must meet and maintain applicable elements of satisfactory academic progress and good academic standing as defined in this catalog. Meredith Manor requires only the students which are selected for verification by the Department of Education to verify information they reported on their free federal student aid application. Verification must be completed within sixty days after the student’s last date of attendance, or June 30, whichever comes first. Students must reapply for financial assistance each academic year (36 weeks) since financial aid is awarded based on an academic year.

To be eligible to receive federal financial aid, you must be enrolled in an eligible program, maintaining satisfactory academic progress, be a U.S. citizen or eligible non-citizen, registered with selective service, complete statement of educational purpose/certification statement on refunds and defaults, and complete statement of updated information. Special students, that is, those not working toward a certificate, are not eligible for federal financial aid.

**Federal Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students, who have not earned a bachelor’s or professional degree.

For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. How much you get will depend not only on your expected family contribution, but on your cost of attendance, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less.

Your Pell Grant will be disbursed in at least two disbursements per academic year. Meredith Manor will tell you in writing how and when you’ll be paid and how much your award will be.

**Direct and F.F.E.L. Program Loans**

Low-interest loans for students and parents are available through the Federal Direct Student Loan (Direct Loan) Program and the Federal Family Education Loan (FFEL) Program.

This section will first summarize the Direct Loan and FFEL programs. Then, will discuss loans available to students under the two programs, emphasizing first the similarities of Direct and FFEL Program Loans for students and then the differences between them. Next, will describe the Direct and FFEL Program loans for parents (PLUS Loans), noting the provisions all PLUS loans have in common and then discussing the difference between Direct Plus and FFEL Plus.

The Direct Loan and FFEL programs differ in who lends the money. Under the Direct Loan Program, the federal government makes loans directly to students and parents through schools. Under the FFEL Program, private lenders such as banks, credit unions, and savings and loan associations usually make the loans. Although the source of funds is different, both programs provide the same types of loans. Whether you or your parents receive a Direct Loan or an FFEL Program Loan will depend on which programs the school is participating in. You cannot receive both Direct and FFEL Program Loans for the same enrollment period. Under both programs, Meredith Manor will determine your eligibility for a loan and disburse the funds.
Once a Direct loan is made, it is managed and collected by the U.S. Department of Education’s Direct Loan Servicing Center. Its toll free telephone number is 1-800-848-0979.

Once an FFEL Program Loan is made, it will be managed and collected by the lender or agency that holds the loan.

Both the Direct Loan Program and the FFEL Program help students meet their education costs. Many of the benefits to students are identical in the two programs.

For student borrowers, Direct Loans and FFEL Program Loans are either subsidized or unsubsidized. The Direct Loan Program offers Direct Stafford Loans (Direct Subsidized) and Direct Unsubsidized Stafford Loans (Direct Unsubsidized), and the FFEL Program offers subsidized and unsubsidized Stafford Loans.

A subsidized loan is awarded on the basis of financial need. If you qualify for a subsidized loan, the federal government pays interest on the loan (“subsidizes” the loan) until you begin unsubsidized repayment and during authorized periods of deferment thereafter.

An unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you’ll be charged interest from the time the loan is disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate. If you allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principle amount of your loan and will increase the amount you have to repay. If you pay the interest as it accumulates, you’ll repay less in the long run.

You can receive a subsidized and unsubsidized loan for the same enrollment period as long as they are from the same program – either both from the Direct Loan Program or both from the FFEL Program.

Regardless of whether you borrow Direct Loans or FFEL Program Loans, if you’re a dependent undergraduate student you can borrow up to $5,500.00 if you’re a first year student enrolled in a program of study that is at least a full academic year; $6,500.00 if you’ve completed your first year of study, and the remainder of your program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those just listed. Contact the financial aid office to find out how much you can borrow.

Regardless of whether you borrow Direct Loans or FFEL Program Loans, if you’re an independent undergraduate student or a dependent student whose parents are unable to get a Plus Loan, you can borrow up to $9,500.00 if you’re a first-year student enrolled in a program of study that is at least a full academic year; $6,500.00 if you’ve completed your first year of study, and the remainder of your program is at least a full academic year. (At least $6,000.00 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those listed. Talk to the financial aid office on how much you can borrow.

Regardless of whether you borrow Direct Loans or FFEL Program Loans, if you’re an independent undergraduate student or a dependent student whose parents are unable to get a Plus Loan, you can borrow up to $9,500.00 if you’re a first-year student enrolled in a program of study that is at least a full academic year. (At least $6,000.00 of this amount must be in unsubsidized loans.)

The total debt you can have outstanding from all Direct Loans and FFEL Program Loans combined is $31,000.00 as a dependent undergraduate student; $57,500.00 as an independent undergraduate student (no more than $23,000.00 of this amount may be in subsidized loans).

The interest rate of Direct Loans or FFEL Program Loans is fixed. The interest rate is adjusted each year on July 1.

If you have subsidized loans, the federal government pays the interest while you’re enrolled in school at least half time, during a grace period, or during authorized periods of deferment. Interest will begin to accrue when you enter repayment.

If you have unsubsidized loans, you’ll be charged interest from the day the loan is disbursed until it is repaid in full, including in-school, grace, and deferment periods. You may pay the interest during these periods, or it can be capitalized.

You’ll pay a fee, deducted proportionately from each disbursement of your loan. A portion of this fee goes to the federal government to help reduce the cost of the loans. Also, if you don’t make your loan payments when they’re scheduled, you may be charged late fees and collection costs.

Under certain circumstances, you can receive a deferment or forbearance on your loan. During a deferment, no payments are required. If you have a subsidized loan, the federal government will pay the interest that accrues during the deferment. If your loan is unsubsidized, you will be responsible for the interest on the loan during the deferment. If you don’t pay the interest as it accrues, it will be capitalized. During forbearance, your payments are postponed or reduced. The government does not pay the interest; you are responsible for it, and if you don’t pay the interest as it accrues, it will be capitalized. You can’t receive a deferment or forbearance if your loan is in default. The lender or agency holding your loans can tell you about the deferments that apply to those loans.

Deferments are not automatic. If you have a Direct Loan, you must contact the Direct Loan Servicing Center to request a deferment form. If you have a FFEL Program Loan, you must
contact the lender or agency that holds your loan to request a deferment form. For either program, you'll have to provide documentation to support your request. You must continue making scheduled payments until you receive notification that the deferment has been approved.

Forbearance is not automatic either. You may be granted forbearance if you're willing but unable to meet your repayment schedule and you're not eligible for a deferment. If you have a Direct Loan; contact the Direct Loan Servicing Center to request forbearance. If you have an FFEL Program Loan, contact the lender or the agency that holds your loan. For either program, you'll have to provide documentation to support your request for forbearance. You must make scheduled payments until you are notified that forbearance has been granted.

**Direct Subsidized and Unsubsidized Loans**

The processes of applying for a loan and paying funds to the borrower, as well as the methods of repayment, differ somewhat between the Direct Loan Program and the FFEL Program.

The first step in the process is to complete the Free Application for Federal Student Aid. After your FAFSA is processed, the financial aid office will review the results and will inform you about your loan eligibility.

Under the Direct Loan Program, your lender is the U.S. Dept. of Education. Your school assists the federal government in administering the Direct Loan Program by determining your loan eligibility, processing the loan, and delivering the loan funds to you.

The U.S. Department of Education will pay you through the school. Your loan will be disbursed in at least two installments; no one installment can be greater than half the amount of your loan.

Your loan money must first be applied to your school account (if your school has an account for you) to pay for tuition and fees, room and board, and other school charges. If loan money remains, you'll receive the funds by check, unless you give the school written authorization to hold the funds until later in the enrollment period. If you're a first-year undergraduate student and a first-time borrower, your first payment may not be disbursed until 30 days after the first day of your enrollment period.

The Direct Loan Program offers four repayment plans designed to simplify the repayment process. All four repayment plans are available to borrowers of Direct Subsidized Loans and Direct Unsubsidized Loans. The repayment plans will be explained in more detail during entrance and exit counseling sessions at the school.

You may choose one of the following repayment plans:

- **The Income Contingent Repayment Plan** bases your monthly payment on your annual income and your loan amount. As your income rises or falls, so do your payments. You can take up to 25 years to repay your loans. After 25 years, any remaining balance on the loan will be forgiven. You'll have to pay income tax on any amount forgiven.

- The Extended Repayment Plan allows you to extend loan repayment over a period of 12 to 30 years, depending on your loan amount. Your monthly payment may be lower than it would be if you repaid the same total loan amount under the Standard Repayment Plan (see below), but you'll repay a higher total amount of interest because the repayment period is longer. The minimum monthly payment is $50.

- Under the Graduated Repayment Plan, your payments will be lower at first and then increase every two years over a period of time ranging from 12 to 30 years. The actual length of your repayment period depends on your loan amount. Your monthly payment may range from 50 percent to 150 percent of what it would be if you were repaying the same total loan amount under the Standard Repayment Plan. However, you'll repay a higher total amount of interest because the repayment period is longer.

- The Standard Repayment Plan requires you to pay a fixed amount each month - at least $50 - for up to 10 years. The length of your actual repayment period will depend on your loan amount.

**FFEL Stafford Loans**

The FFEL Program offers subsidized and unsubsidized Stafford Loans. The process of applying for a loan and paying funds to the borrower, as well as the methods of repayment, differ somewhat between the Direct Loan Program and the FFEL Program.

The first step in the process is to complete the Free Application for Federal Student Aid (FAFSA). After your FAFSA is processed, the financial aid office will review the results and will
inform you about your loan eligibility.

You must also complete the Federal Stafford Loan Application and Promissory Note, available from the school, a lender, or state guaranty agency. After you fill out your part of the application, the financial aid office must complete its part, certifying your enrollment, your cost of attendance, your academic standing, any other financial aid for which you’re eligible, and your financial need.

For more information you can contact the school financial aid office or the Federal Student Aid Information Center’s toll free number: 1-800-4-FED-AID (1-800-433-3243).

The lender will send the loan proceeds to the school in at least two payments, by check (made payable to both you and the school). The school can pay you directly (usually by check), credit your account or combine these methods. Even if you’re paid less often, no payment may exceed one half of your loan amount.

If you’re a first-time undergraduate student and a first time borrower, your first payment may not be disbursed until 30 days after the first day of your enrollment period.

The amount of each payment depends on your loan amount and on the length of your repayment period. You have the option of repaying your loan using a fixed, graduated or income-sensitive repayment plan, but you are required to pay the loan within 10 years.

Direct and FFEL Program Loans for Parents (Plus Loans)

Plus Loans to meet students’ education costs are available through both the Direct Loan and FFEL programs. Many of the benefits to parent borrowers are identical in the two programs.

For parent borrowers, the Direct Loan Program offers the Federal Direct Plus Loan (Direct Plus Loan). The FFEL Program offers the Federal Plus Loan (FFEL Plus Loan).

Both loans enable parents with good credit histories to borrow to pay the education expenses each child who is a dependent undergraduate student enrolled at least half-time.

To be eligible to receive a Direct Plus Loan or FFEL Plus Loan, your parents generally will be required to pass a credit check. If they don’t pass the credit check, they might still be able to receive a loan if someone, such as a relative or friend who is able to pass the credit check, agrees to co-sign the loan, promising to repay it if your parents should fail to do so. Your parents might also qualify for a loan even if they don’t pass the credit check if they can demonstrate that extenuating circumstances exist. You and your parents must also meet other general eligibility requirements for Federal Student Financial Aid.

Your parents can only apply for a Direct Plus Loan or an FFEL Plus Loan, but not both for the same child for the same enrollment period.

The yearly limit on either type of Plus Loan is equal to your cost of attendance minus any other financial aid for which you are eligible.

The interest rate is fixed. The interest rate is adjustable each year on July 1. Interest is charged on the loan from the date the first disbursement is made until the loan is paid in full.

Your parents will pay a fee, deducted proportionately each time a loan payment is made. A portion of this fee is paid to the federal government to help reduce the cost of the loans. Also, if your parents don’t make their loan payments as scheduled, they may be charged late fees and collection costs.

Your parents begin repaying their loan generally, within 60 days after the final loan disbursement. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and your parents will begin repaying both principal and interest while you’re in school.

Under certain circumstances, your parents can receive a deferment or forbearance on their loan. During a deferment, no payments are required; during forbearance, repayments are either postponed or reduced. Your parents are responsible for the interest on a loan during a deferment or forbearance. If you don’t pay the interest as it accrues, it will be capitalized. Your parents cannot receive a deferment or forbearance if their loan is in default.

Deferments are not automatic. If your parents have Direct Plus Loan, they must contact the Direct Loan Servicing Center to request a deferment form. If they have an FFEL Plus Loan, they must contact the lender or agency that holds the loan. For either loan, they’ll have to provide documentation to support their request. Your parents must continue making scheduled payments until they receive notification that the deferment has been granted.

Forbearance isn’t automatic either. Your parents may be granted forbearance if they’re willing but unable to pay as scheduled and they’re not eligible for a deferment. If your parents have a Direct Plus Loan, they should contact the Direct Loan Servicing Center to request forbearance. If they have an FFEL Plus Loan, they should contact the lender or the agency that holds the loan. For either program, they’ll have to provide documentation to support their request for forbearance. Your parents must continue making scheduled payments until they are notified that forbearance has been granted.
Direct Plus Loans
The processes of applying for a loan and repaying funds to the borrower, as well as the methods of repayment, differ somewhat between the Direct Plus Loan and the FFEL Plus Loan.
Your parents will fill out a Direct Plus Loan Application and Promissory Note, which is available from the school’s financial aid office.

Under the Direct Loan Program, their lender will be the U.S. Department of Education. The school assists the federal government in administering the Direct Loan Program by distributing the loan application, processing the loan, and delivering the loan funds.
The loan money will be sent to the school in at least two installments (no one installment can be greater than half the loan amount). The funds will first be applied to your school account to pay for tuition and fees, room and board, and other school charges. If any loan money remains, your parents will receive the amount in a check unless they authorize it to be released to you. Any remaining loan money must be used for your education expenses.
Your parents can choose the Standard, Extended, or Graduated Repayment plan. The Income Contingent Repayment Plan is not an option for parent borrowers.
The Direct Loan Servicing Center will manage their loan account until the loan is paid in full.

FFEL Plus Loans
The processes of applying for a loan paying funds to the borrower, as well as the method of repayment, differ somewhat between the FFEL Plus Loan and the Direct Plus Loan.
The procedure is the same as for the FFEL Stafford Loan, except that your financial need does not have to be evaluated.
For more information about borrowing, call the Federal Student Aid Information Center’s toll free number: 1-800-4-FED-AID (1-800-433-3243) or the financial aid office at the school.
The lender will send the loan proceeds to your school in at least two payments, payments will be sent by check made co-payable to your school and your parents. No one payment may exceed half of the loan amount.
The lender will arrange a repayment schedule, providing for a minimum of $600 paid annually and a maximum repayment period of 10 years (excluding periods of deferment and forbearance).

Responsibilities
When you take out a student loan, you have certain responsibilities. Here are a few of them:
When you sign a promissory note, you’re agreeing to repay the loan according to the terms of the note. The note is a binding legal document and states that, you must repay the loan – even if you don’t complete your education, aren’t able to get a job after you complete the program, or are dissatisfied with, or don’t receive, the education you paid for. Think about what this obligation means before you take out a loan. If you don’t repay your loan on time or according to the terms in your promissory note, you may go into default, which has very serious consequences.
You must make payments on your loan even if you don’t receive a bill or repayment notice. Billing statements (or coupon books) are sent to you as a convenience, but you’re obligated to make payments even if you don’t receive any notice.
If you apply for a deferment or forbearance, you still must continue to make payments until you are notified that the request has been granted. If you don’t you may end up in default. You should keep a copy of any request form you submit, and you should document all contacts with the organization that holds your loan.
Regardless of the type of loan you borrow, you must receive entrance counseling before you’re given your first loan disbursement, and you must receive exit counseling before you leave school. These counseling sessions will be administered by your school and will provide you with important information about your loan. Your lender or the Direct Loan Servicing Center will provide you with additional information about your loan.

Rights
You have certain rights as a borrower. Listed below are some of them. Before your school makes your first loan disbursement, you’ll receive the following information about your loan from your school, lender, and/or the Direct Loan Servicing Center:
The full amount of the loan,
the interest rate,
BORROWER RESPONSIBILITIES, BORROWER RIGHTS

when you must start repaying the loan,
the effect borrowing will have on your eligibility for other types of financial aid,
a complete list of any charges you must pay (loan fees) and information on how those charges are collected,
the yearly and total amounts you can borrow,
the maximum repayment periods and the minimum repayment amount,
an explanation of default and its consequences,
an explanation of available options for consolidating or refinancing your loan, and
a statement that you can prepay your loan at any time without penalty.

Before you leave school, you'll receive the following information about your loan from your school, lender, and/or the Direct Loan Servicing Center:
the amount of your total debt (principal and estimated interest), what your interest rate is, and the total interest charges on your loan,
a loan repayment schedule that lets you know when your first payment is due, the number and frequency of payments, and the amount of each payment,
if you have FFEL Program Loans, the name of the lender or agency that holds your loan, where to send your payments, and where to write or call if you have questions,
if you have Direct Loans, the address and telephone number of your Direct Loan Servicing Center,
the fees you should expect during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default,
an explanation of available options for consolidating or refinancing your loan, and,
a statement that you can prepay your loan without penalty at any time.

If you borrow a Direct Loan or an FFEL Program Loan, this information will be provided to you by the Direct Loan Servicing Center or your lender, as appropriate.

If you have Direct or FFEL Stafford Loans, your school will also provide you with the following information during your exit counseling session:
a current description of your loans, including an estimate of the average total debt and the average monthly payments of students from your school,
a description of applicable deferment, forbearance, and discharge provisions,
advice about debt management that will help you in making your payments, and
notification that you must provide your expected permanent address, the name and address of your expected employer, the address of your next-of-kin, and any corrections to your school's records concerning your name, Social Security Number, references, and driver's license number (if you have one).

You have the right to a grace period before your repayment period begins. (Your parents do not receive a grace period for a PLUS Loan.) Your grace period begins when you leave school or drop below half-time status. The exact length of your grace period is shown on your promissory note.

During exit counseling, your school must give you a loan repayment schedule that states when your first payment is due, the number and frequency of payment.

You must be given a summary of deferment and discharge (cancellation) provisions, including the conditions under which the U.S. Department of Defense may repay your loan.

If you or your parents borrow an FFEL Program Loan, you must be notified when your loan is sold if the sale results in your making payments to a new lender or agency. Both the old and new lender or agency must notify you of the sale; the address to which you must make payments; and the telephone numbers of both the old and new lender or agency (This doesn't apply to Direct Loan borrowers.)

Meredith Manor International Equestrian Centre is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Meredith Manor International Equestrian Centre to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. The following steps should be taken by the student:
1. If the problem involves a specific class, another student, or a staff member, the student should make an appointment with the appropriate staff member to meet and attempt to solve the problem. If this action does not resolve the problem the student should:

2. Make an appointment with the Director to meet and attempt to solve the problem. If the problem is not resolved through a meeting with a staff member or the Director, the student must:

3. Submit a letter of complaint to the School Director. The letter of complaint must contain the following:
   a. The nature of the problem(s);
   b. The approximate date(s) that the problem(s) occurred;
   c. The name(s) of the individual(s) involved in the problem(s);
   d. The date(s) and outcome(s) of the meeting(s) with the appropriate staff member(s) or Director;
   e. Copy of the conference report with the staff member(s) or Director;
   f. All complaints should be signed.

In the event that a student has exercised the above channels and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed or e-mailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following:
   a. A detailed description of the problem(s);
   b. The approximate date(s) that the problem(s) occurred;
   c. The full name(s) and title(s) of the individual(s) involved in the problem(s), including both institutional staff and/or students who were involved;
   d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
   e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET
   Chair, Complaint Review Committee
   1722 N Street, NW
   Washington, DC 20036
   Telephone: 202-955-1113
   Fax: 202-955-1118 or 202-955-5306
   Email: complaints@accet.org
   Website: www.accet.org

Note: complainants will receive an acknowledgement of receipt within 15 days.

Ronald W. Meredith, D.S.: President / Instructor
Dr. Meredith has over forty-five years' experience as president of the school and has developed it from its humble beginnings of six students in 1963 to its current world class level. Because of his outstanding contributions to the horse industry and specifically to equine education, he has received a number of distinctive recognitions including an Honorary Doctorate of Equestrian Studies Degree from Salem College in 1981, the only degree of this kind in the world. Dr. Meredith has held seven AHSA judges' cards and has trained top level horses and riders in the cutting and reining world. He has had over 75 articles published in over 150 equine magazines and journals.

Faith F. Meredith: Director / Instructor
Faith has over thirty-five years' experience as a professional in the horse industry. She has successfully competed and trained horses and riders through FEI levels of Dressage. Faith holds a BS Degree in education and has had over 30 articles published in more than 150 equine magazines and journals.
Nancy Wesolek-Sterrett: Head of Dressage Dept. / Instructor
Nancy is a Riding Master VI graduate of Meredith Manor, a Certified Riding Instructor and a Certified Equine Sports Massage Therapist. She holds an AAS Degree with an Emphasis in Equestrian Studies from WVU-P. Following graduation, Nancy toured the U.S. and Canada as a rider for the Royal Lippizaner Stallion Show. Before returning to teach at Meredith Manor, she owned and operated South Wind Stables providing training, clinics, lessons and summer camps.

Since Nancy's return she has accumulated numerous USDF horse awards including having earned her Bronze and Silver Medals on horses she trained. Her horses have repeatedly scored in the top three places regionally. They are now competing from Training Level through FEI levels. Nancy was selected to ride in the 2000 USDF National Dressage Symposium with Walter Zettl. Nancy has also trained both horses and riders for the North American Young Riders Competition. Nancy is the Head of the Dressage Department at Meredith Manor.

Michelle Wellman: Head of Jumping Dept. / Instructor
Michelle is a Riding Master VI graduate of Meredith Manor, a Certified Riding Instructor and a Certified Equine Sports Massage Therapist. Michelle has three years of professional farrier experience. She trained mounted police horses in Kentucky before returning to teach at Meredith Manor. Michelle is the Head of the Jumping Department at Meredith Manor.

Jennifer Varner: Head of Western Dept. / Instructor
Jennifer is a Riding Master VI graduate of Meredith Manor and a Certified Riding Instructor. She successfully trains and competes in Reining. Jennifer is the Head of the Western Department at Meredith Manor.

Kelly Bosgraf, M.Ed.: Head of Teaching Dept. / Instructor
Before joining the team at Meredith Manor, Kelly taught at several schools in the Southern Ohio area. She holds a BS Degree in Education from Ohio University and a Master's Degree in Education from Marshall University. Kelly heads the Teaching Department at Meredith Manor.

John Crothers: Head of Farrier Dept. / Instructor
John is a Certified Farrier through the American Farriers Association. Before coming to teach at Meredith Manor, he owned and operated his own farrier business for nine years working in conjunction with many veterinarians and other farriers. He also worked with other farrier schools to develop their programs and curriculum. John also holds an Associate's degree from Hocking College in Back Country Horsemanship. John is the Head of the Farrier Department at Meredith Manor.

Walter R. Threlfall, DVM, MS, PhD: Equine Breeding Instructor
Dr. Threlfall is Head of the Theriogenology Area in the Department of Veterinary Clinical Sciences and Director of Continuing Education at The Ohio State University College of Veterinary Medicine.

He received his DVM degree from The Ohio State University and an MS in Veterinary Medicine and Surgery as well as a PhD in reproductive physiology from the University of Missouri where he also completed a residency in Theriogenology. He is board certified by The American College of Theriogenologists, and is past president of the College. He served for seven years as the delegate to the American Veterinary Medical Association representing the Society for Theriogenology and currently is the Delegate to the AVMA representing the Ohio Veterinary Medical Association.

He has spoken at many state, national and international meetings, and has published more than 80 scientific articles and more than 50 chapters in numerous textbooks. He has advised over 40 graduate students and residents. He has been honored for his teaching techniques both locally and nationally, and has received educational grants to explore improved methods of instruction.
ADMINISTRATIVE STAFF AND FACULTY

Nereyda Snider: Instructor
Originally from Mexico, Nereyda graduated from Meredith Manor with a Riding Master VI, a Level II Teaching Certification, and an Equine Massage Therapy certification. Prior to returning to Meredith Manor, she worked in the Wellington, FL area for 5 years as a professional rider, instructor, trainer, barn manager and equine vet technician.

Mary Lew Johnston: Instructor
Mary Lew graduated from Meredith Manor with a Riding Master VI, Teaching Certification, and an Equine Massage Therapy certification. After graduation, she was farm manager and trainer for Mathis Quarter Horses, a breeding farm producing western performance horses. Most recently Mary Lew was trail ride manager and trainer for Leatherwood Mountains, a residential-vacation resort and equine community and the home of The Best of America by Horseback television series.

Samantha Capoferri: Instructor
Sam is a Riding Master VI graduate of Meredith Manor, a Certified Riding Instructor and a Certified Equine Sports Massage Therapist. She holds an AAS Degree with an Emphasis in Equestrian Studies from WVU-P. Before returning to Meredith Manor she owned and operated Triforce Equestrian Training in Houston, Texas providing training, lessons and equine massage therapy.

Fuchsia Saarinen: Instructor
Fuchsia is a Riding Master VI graduate of Meredith Manor and a Level II Certified Instructor. She completed 9 months of additional study as a Meredith Manor graduate assistant. Fuchsia actively rides and trains horses for dressage, jumping, and reining. She also has trained horses for endurance and has been awarded first place and/or best condition on many 50 and 100 mile rides. Fuchsia is a certified Equine Massage Therapist.

Kristen Bosgraf: Office Manager / Graduate Services Director / Admissions Representative
Kristen is a Riding Master VI graduate of Meredith Manor and Certified Instructor. She taught and trained in South Carolina before returning to join the staff as an Admissions Representative. Kristen has successfully competed in AQHA and open shows throughout West Virginia, Ohio, and Illinois. She also participates in continuing education in Admissions and Financial Aid.

Melissa Gilbert: Director of Admissions
Melissa has spent the past ten years working as Director of Admissions. Before coming to Meredith Manor, Melissa spent fifteen years in management, sales, and public relations. Her formal education consists of two years at West Virginia University in Parkersburg supplemented with various professional seminars and clinics. Melissa also participates in continuing education in Admissions procedures.

Matt Bosgraf: Financial Aid Director / Business Manager
Matt holds a BS Degree in Business Administration from West Virginia University in Parkersburg. He has also participated in continuing education in Financial Aid.

Denver Hess: Financial Aid Representative / Accountant
Denver holds a BS Degree in Business Administration from Ohio University. He has experience in public and private accounting.

Dirk Bosgraf: Director of Marketing and IT
Before joining Meredith Manor, Dirk spent 5 years with Simonton Windows, one of the largest vinyl window manufacturers in North America, as a database administrator and manager of their Business Intelligence group. He holds a BS in Computer Science from Ohio University.

OWNERS
Ronald W. Meredith, D.S. Dirk Bosgraf Virginia Preston
Faith F. Meredith Elizabeth Hammerman, ED.D. Matt Bosgraf

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COMMUNITY POINTS OF INTEREST

Marietta, Ohio

Marietta is distinctive, almost unique, in its historical background. For it was here in 1783, under the resourceful guidance of General Rufus Putnam and a group of revolutionary veterans, that the city was plotted and laid out with unusual vision and perception.

This, the first organized city in the great Northwest Territory, was the first seat of government west of the Alleghenies. Its wide streets, public squares, and verdant parks provide an esthetic touch, while the residential and commercial districts attest to the unusual foresight of the Founding Fathers.

Growth and development in Marietta reflects the American tradition and the forces which have molded the pattern and design of the city.

Because of its antiquity, and because in a large measure the spread of empire stemmed from this historic city, there are in Marietta many points of impelling interest.

(from the Marietta Area Chamber of Commerce, Marietta, Ohio)

Parkersburg, West Virginia

The site was originally claimed by Robert Thornton in 1773. Later, Captain Alex Parker acquired the land. As PARKERSBURG, the town was established by the Virginia Legislature in 1811, and chartered in 1820. In 1863, a new charter was necessary for the new state of West Virginia.

Growth of the community has been steady. Industrialization began in the late 19th century, based on the oil and gas fields nearby, and on glass production. Shortly after World War I, other types of industry began the move into this area. Greater Parkersburg has enjoyed a tremendous industrial growth in the past few years, and nearly every major field of industry is now represented in the area.

Just below the city, in the Ohio River, lies Blennerhassett Island. Here in 1801, Harman Blennerhassett, a wealthy Irish emigrant, built the most palatial home of the times west of the Alleghenies. At the mansion, Aaron Burr often visited, and it is here that he plotted his alleged conspiracy for establishing a southwestern empire.

Parkersburg proper today has an area of 10.65 square miles, and a population of 44,208. Immediately adjacent is Vienna, with a population of 11,549 and Belpre, Ohio with 7,200. Including suburban residents, the estimated metropolitan is approximately 160,000.

(from the Greater Parkersburg Chamber of Commerce, Parkersburg, West Virginia).

TRANSPORTATION

Air: The Mid-Ohio Valley Regional Airport, only five miles from the School, serves the Mid-Ohio Valley.

Automobile: Meredith Manor is located just seven miles from Interstate 77.

Bus: The Greyhound Bus Station located in downtown Parkersburg, operates several trips daily in all directions.

Area Churches

There are churches of many denominations in the Parkersburg-Marietta area: Baptist, Catholic, Christian, Church of Christ, Church of Christ Scientist, Church of God, Congregational, Episcopal, Hebrew, Holiness, Latter Day Saints, Lutheran, Methodist, Nazarene, Pentecostal, Presbyterian, Seventh Day Adventists, United Brethren, and Unitarian. Some of the churches offer bus transportation to interested persons.

Grand Central Mall

Located 10 miles from the campus offers a variety of shops and stores under one roof.

North Bend State Park

Located 25 miles northeast of Parkersburg is scenic North Bend State Park. Included on the 1,369 acres are a modern lodge and dining room, swimming pool, fishing and camping facilities, and picnic areas.

Golf Club of West Virginia

Located a mile and a half from the campus is the Golf Club of West Virginia, a semi-private 18-hole course well known in the Mid-West.

Accommodations

In the fast-growing Mid-Ohio Valley, there are many fine hotels and motels. We recommend the Holiday Inn in Marietta, OH; the AmeriHost Inn in Parkersburg, WV or the Wingate Inn in Vienna, WV.
Meredith Manor
Teaching Riding & Marketing Riding As Saleable Skills