



Dance Class Drop Form

Please complete this form to drop a dance class.

Students who have not filled out this form will remain enrolled and will be charged for their class until they have missed 4 consecutive classes without feedback. At that time, they will be dropped automatically and lose their spot in the class.

Students should always complete the term for which they have paid, as there are no tuition refunds. Remaining tuition may be converted into studio credit, good for two years from drop date.

Student Name: _____

Effective Date: _____

Dropped Class Information

Day of class: *M* *Tu* *W* *Th* *F* *Sa* *Su*

Time of class: _____

Dance type of class: _____

Teacher of class: _____

Reason for drop (circle one):

Scheduling conflict *Personal/Financial* *Loss of Interest* *Other (please specify):* _____

Auto-pay - Check one:

____ I am not currently enrolled in auto-pay.

____ Adjust my auto-pay amount to reflect the drop, as we still have enrollments at the studio.

____ I am enrolled in auto-pay, but am switching into an equally-priced class, so amount will not change.

____ I am enrolled in auto-pay, and we have no further enrollments pending this drop; cancel auto-pay.

Fill out the information below if you are switching into a replacement class:

New Class Information

Day of class: *M* *Tu* *W* *Th* *F* *Sa* *Su*

Time of class: _____

Dance type of class: _____

Teacher of class: _____

Studio use: *Payment Schedule & Rec'ables Changed (check or n/a)* _____ *Class Schedule Changed (check)* _____

Attendance List _____ *Binder* _____ *Auto-pay changed* _____ (check or n/a) *Costume List* _____ (check or n/a)

Costume refund \$ _____ (amt. or n/a) *Teacher memo* _____

Please file once above items are completed.