



Class Cancellation Notice

As stated in our studio policies, a written notice, returned in person, is required to cancel a class. In order to stop further tuition obligations for the session (beginning with the month after this notice is received), this form must be completed and turned in to Studio 5-6-7-8 Front Desk **before** the 1st calendar day (not the first class meeting) of the month you want to withdraw. Please note the below LAST DAY for cancellation acceptance for sessions with holidays. The Account Holder is responsible for tuition payments, all account charges and late fees incurred through the last day of the month a dancer is registered in a class regardless of attendance. If registered for recital, costumes must be picked up by the end of April or the costume becomes property of Studio 5-6-7-8.

AUGUST 2018 – Cancellation must be received by 7pm on August 16, 2018

SEPTEMBER 2018- Cancellation must be received by 7pm on August 30, 2018

JANUARY 2019 – Cancellation must be received by 7pm on December 20, 2018.

Camp or Intensive Cancellation must be received before the first day of the camp or intensive.

Please fill in the following information:

Student Name _____

Account Name _____

Best Phone Number _____

Email Address: _____

I want to cancel the following classes starting in the month of _____.

Class Day						Class Name	Time	Teacher
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			

Reason for withdrawal _____

Parent Signature _____

Office Use Only (5678 Employee initials required)

Date request received by 5678: _____

Staff Member receiving Withdrawal Request: _____

Parent emailed confirmation of withdrawal: _____

Tuition zeroed out: _____

Class Dropped: _____