



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, this form must be completed and turned in to Studio 5-6-7-8 Front Desk 2 weeks prior to the 1st calendar day (not the first class meeting) of the month you want to withdraw. 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. Payments for costumes, tuition, and registration are non-refundable. 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.

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 Cancellation _____

Parent Signature _____

Office Use Only (5678 Employee initials required)

Date request received by 5678: _____

Staff Member receiving Cancellation Request: _____

Parent emailed confirmation of Cancellation: _____

Class Dropped: _____