



Class Cancellation Form

As stated in our Studio Policies, CLASSES MUST BE DROPPED BY COMPLETING THIS CANCELLATION FORM AND YOU MUST CANCEL A CLASS BY THE 15th OF THE MONTH TO STOP THE AUTOMATIC PAYMENT FOR THE FOLLOWING MONTH. **Non-attendance in a class is NOT considered notice that you want to cancel a class. Registration, tuition, and costume fees are non-refundable.** Please fill out and sign form and email it to studio5678yukon@gmail.com or drop it off in-person during office hours. Cancellations will not be accepted over the phone. 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.

Please fill in the following information:

Student Name _____

Account Name _____

Best Phone Number _____

Email Address: _____

I want to cancel the following class(es)_____.

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: _____