

# CLASS CHANGE REQUEST

Changes MUST be made before the 20<sup>th</sup> of the MONTH to take effect for the FOLLOWING month.

Office Use Only  
Date of Request \_\_\_\_\_  
Date Entered \_\_\_\_\_  
Entered by: \_\_\_\_\_

**You may not drop classes to take effect in the current month you are in.** You must complete this form by the 20<sup>th</sup> of the current month to have your drop effective for the following month and pay a \$5 drop fee. Changes to class levels or adding classes can be made in the current month without a fee, but cannot be completed without this form.

**PLEASE NOTE:** Students who are registered with a Dance/Team or Vocal Company are contracted for the year and **CANNOT** drop ANY Company required classes.

**TODAY'S DATE:** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Name: LAST FIRST Age Birth Date

\_\_\_\_\_/\_\_\_\_\_  
Home Phone Cell Phone Email Address

**DROP**

**/**

**ADD**

Dropped Class

Day & Time

Added Class

Day & Time

Dropped Class	Day & Time	Added Class	Day & Time

REASON FOR DROP/CHANGE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESPONSIBLE PARTY SIGNATURE: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Check/Record #: \_\_\_\_\_

NOTES:

Receptionist Initials: \_\_\_\_\_

**Drop / Add Form**