



## Class Withdrawal Form

As stated in our studio policies, a written notice is required to withdraw from a class. In order to stop further tuition obligations (beginning with the month after this notice is received), this form must be completed and turned into the Dance It Out front desk **two weeks** prior to the drop month. The Account Holder is responsible for tuition payments, 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 beginning of June or the costumes become property of Dance It out.

### Please fill in the following information:

Student's Name: \_\_\_\_\_

Account's Family Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Class Name	Class Day	Time	Teacher

Reason for Withdrawal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

\_\_\_\_\_

Staff Member Receiving Withdrawal Request: \_\_\_\_\_

Class Dropped: \_\_\_\_\_

Parent Emailed Confirmation of Withdrawal: \_\_\_\_\_

Tuition Zeroed Out: \_\_\_\_\_