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SCHEDULE CHANGE FORM

If a student is changing their schedule, this form **MUST** be filled out by a parent or instructor and turned into the front desk. This form will assist us in billing and performance information.

Withdrawals – A 30 day notice must be given to discontinue any lessons. This notice must be given during the first week of the month that is to be the student’s last month of instruction. Otherwise, that month’s tuition is due upon withdrawal. Costumes purchased for our annual recital will become property of Encore Dance Centre if a student withdraws from lessons before the performance in June. No costume refund will be offered. To withdraw from classes, a parent or adult student must:

1. Inform the studio administration in person during the first week of the student’s last month of classes.
2. Complete the information below, sign and return to the front desk.

Withdrawals will not be accepted over the phone. If proper withdrawal procedures are not followed, the parent or adult student will be responsible for the monthly payment of tuition until the proper procedures are followed.

Class Change – Students will be placed in classes according to ability and may only change the level of the class if the instructor provides permission and fills out the form below. If the student has been moved, indicate which class was added and which was dropped due to the move.

Student Name: _____

Class Code	Class	Add/Drop	Instructor Signature (on add if moving up)	Add/Subtract Hours Per Month

New Total Hours Taken: _____ New Tuition Due: _____

Reason(s) for schedule change:

Parent Signature: _____ Date: _____

OFFICE USE ONLY:

Form Received/Recorded by: _____ Date: _____