

CLASS CHANGE REQUEST

Changes MUST be made before the 25th 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 25th 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

REASON FOR DROP/CHANGE:

RESPONSIBLE PARTY SIGNATURE: _____

Amount Paid: _____ Payment Method: _____ Check/Record #: _____

NOTES: _____ Receptionist Initials: _____

Drop / Add Form