



## Add/Drop/Withdraw Form

Dancer Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone # : \_\_\_\_\_

**\*\*Please Note:** Drop/Add Classes and Withdrawals-if you are dropping or adding a class or withdrawing from the studio, you must complete & submit this form to the front desk for your account to be updated. \*\*

**Add:** Classes may be added at any point in time. If you are adding a class to your dancer's schedule mid-month, your account will be pro-rated from the first day of the added class. Please add the following class(es) to my class schedule:

1. Day: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

2. Day: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

3. Day: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

**Drop:** We require 2 weeks notice (14 days) of any and all class drops. This form must be completed to finalize any dropped classes. Class will be dropped for attendance and tuition purposes 2 weeks subsequent to the receipt of this form.

Please remove my name from the following class(es):

1. Day: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_ Requested Drop Date: \_\_\_\_\_

2. Day: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_ Requested Drop Date: \_\_\_\_\_

3. Day: \_\_\_\_\_ Time: \_\_\_\_\_ Class: \_\_\_\_\_ Requested Drop Date: \_\_\_\_\_

### Withdraw Notice

**(To be completed if withdrawing completely from Dance Elite)**

Please allow this form to serve as notice that \_\_\_\_\_ (dancer's first and last name) will be withdrawing from **all classes** at Dance Elite as of \_\_\_\_\_ (date of withdrawal). I am fully aware that I am responsible for all Tuition & fees assessed up until 2 weeks subsequent to this notice of withdrawal. I am also fully aware that tuition & fees paid to date are nonrefundable and nontransferable.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Today's Date)