



fancy dancer

Class Cancellation Notice

As stated in our studio policies/registration form , a written notice, returned in person, is required to cancel a class. In order to stop further tuition obligations for the season (beginning with the month after this notice is received), this form must be completed and turned in to Fancy Dancer’s Front Desk **30 days before** the month you want to withdraw (Ex: Want to withdraw January 1st – must pay tuition [Dec] and turn in withdraw letter by December 1st) . 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 end of May or the costume becomes property of FD.

Please fill in the following information:

Student Name _____

Best Phone Number _____

Email Address: _____

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

Class Day						Class Name	Time	Teacher
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			

Reason for withdrawal _____

Parent Signature _____

Office Use Only (RDC Employee initials required)

Date request received by FD: _____

Staff Member receiving Withdrawal Request: _____

Parent emailed confirmation of withdrawal: _____

Tuition zeroed out: _____

Class Dropped: _____