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**Class Cancellation Notice**

As stated in our studio policies, a written notice is required to cancel a class. In order to stop future and further tuition obligations for the month, (beginning after the month this notice is received) this form must be completed and turned into the Inspired *Movement* front desk **on or *before*** the fifteenth of the previous month. (Note: this does not mean the first class meeting day.) The account holder is responsible for tuition payments, account charges, and late fees acquired through the last day of the month a dancer or dancers are registered in a class regardless of attendance.

**Cancellations for January 2018 must be received by Saturday, December 15th, 2018.**

Please fill in the following information:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Class Day | | | | | | Class Name | Time |
| M | Tu | W | Th | F | S |  |  |
| M | Tu | W | Th | F | S |  |  |
| M | Tu | W | Th | F | S |  |  |
| M | Tu | W | Th | F | S |  |  |

Reason for withdrawal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office Use Only (IM Employee Initials Required)*

Date Request Received by IM: \_\_\_\_\_\_\_\_

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

Parent Emailed confirmation of withdrawal: \_\_\_\_\_\_\_\_

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