



# Add / Drop / Withdraw Form

Dancer's Name: \_\_\_\_\_ Change Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*Note: Dancers have the option to drop, add, or switch classes until September 10 for Fall Semester and February 10 for Spring Semester. After this time, approval is needed by the director and instructors. If a dancer chooses to make changes to classes at any time in the season, written notice must be given to the office by the 20th of the month prior to changes taking place or tuition payment is still due for the next payment and will continue until form is received. There is no refund on paid tuition or fees.\***

**Add** - Please add the following classes to my schedule:

Day: M T W Th S Time: \_\_\_\_\_ Class: \_\_\_\_\_

Day: M T W Th S Time: \_\_\_\_\_ Class: \_\_\_\_\_

**Drop** - Please remove the following classes from my schedule:

Day: M T W Th S Time: \_\_\_\_\_ Class: \_\_\_\_\_

Day: M T W Th S Time: \_\_\_\_\_ Class: \_\_\_\_\_

**Withdraw** - To be completed if withdrawing completely from Dance Your Dreams.

Please allow this signed form to serve as notice that \_\_\_\_\_ (dancer's full name) is withdrawing from **all** classes at Dance Your Dreams as of \_\_\_\_\_ (date of withdraw). I understand if this form was not turned in by the 20th of the month prior to the withdraw, tuition for the upcoming payment is still due. I also understand that if we choose to stop dancing all together at any point after October 15th in the Fall Semester or March 15th in the Spring Semester, the rest of the semester's tuition is due. Lastly, I understand there is no refunds on any paid tuition or fees.

**New Tuition Amount \$** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff Only:

Staff Signature: \_\_\_\_\_ Received Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DSP Adjusted? Y N