

## DSPACP WITHDRAWAL FORM

There is a two-month minimum for all lessons.

To withdraw from classes a parent or adult student must complete the following:

1. **Withdrawal must be done in person** and will not be accepted over the phone, email or via regular mail. Please make an appt by calling 814.226.4132 or email the preschool.
2. Withdrawal must be done at the dance office and not with the teacher.
3. **Withdrawal must occur by the 1<sup>st</sup> calendar day of the prior month.** This allows DSPACP sufficient time for all administrative tasks to update. Parent/ Adult and student agrees that no exceptions to this date will be honored.

**Any Student who withdraws after December 1<sup>st</sup> will receive their costume to keep. Any costume not picked up by May 26, 2023, will become property of Dancer's Studio. In order not to be charged for costumes, withdraw must be done by November 1<sup>st</sup>. There are NO REFUNDS FOR COSTUMES.** DSPACP reserves the right to terminate lessons to any students without notice. If the student misses more than four weeks of class and tuition is delinquent, DSPACP reserves the right to withdraw the student from the class and give said student's position in the class to another waiting student. Tuition will still be due for unfulfilled classes. If a balance is left unpaid on the preschool account, Dancer's Studio reserves the right to keep the costume.

DSPACP Account Holder Name: \_\_\_\_\_

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

Reason for withdrawing: \_\_\_\_\_

\_\_\_\_\_

Method of Payment                      Monthly: \_\_\_\_\_                      Semester/Year in full: \_\_\_\_\_

Parent Name if different than account holder: \_\_\_\_\_

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

Address: \_\_\_\_\_

Signature of DSPACP Account Holder: \_\_\_\_\_

\_\_\_\_\_

For Office use only:

Today's Date: \_\_\_\_\_ Last Day of lessons: \_\_\_\_\_

- Account made inactive in computer system and student withdrawn from class
- If withdrawal after November 1, costume is manually tracked on spreadsheet
- Removed from the BAND app
- Office initials of person completing the above tasks \_\_\_\_\_