

30 DAY DROP NOTICE/CLASS CHANGE FORM

Today's Date _____

ADD

CHANGE
(Check One)

DROP

Office Use Only

Rec'd By _____

Date _____

Dancer Last Name _____ Dancer First Name _____

Parent Last Name _____ Parent First Name _____

FROM: Class Title _____ Day & Time _____

TO: Class Title _____ Day & Time _____

Reason for Drop/Change _____

Effective Date

(Minimum 30 Days
from Today)

Client Signature _____

The In Sync billing cycle begins on the first day of each month and ends on the last day of each month. In Sync must be given 30 days advance notice if a student intends to drop one or more classes. Notification must be given to In Sync in writing, by the 7th of any given billing cycle to avoid being charged tuition for the following month. Failure to provide written drop notification as stated above will result in tuition being charged to the client's account for all dropped classes for one additional month.