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## Class/Team Withdrawal Form

Capital Cheer Elite Allstar Academy (hereinafter “CCE”) appreciates the opportunity to work with your athlete.

In order to withdraw your athlete from our cheer program\* or class schedule, please note the following:

1. This form must be filled out and turned in to CCE by no later than the 20th day of the month **prior** to the month of cancellation to avoid being charged for the next month (as stated in your registration packet).
2. If this notification is not received by CCE by the 20th, the athlete’s gym account will be charged for the following month.
3. Upon cancellation, participation in all services and activities (including, but not limited to: private lessons, tumbling classes, allstar cheerleading teams, etc.) at CCE is suspended as of the end of that pay period/month.
4. In order to resume participation in any CCE programs after cancellation, registration fees will be reassessed.

**Athlete Name:** \_\_\_\_\_

**Class Day(s)/Time(s) or Team Name(s):** \_\_\_\_\_

**Reason for Withdrawal** (Please give a detailed explanation; your comments are important to us. Thank you!):

\_\_\_\_\_  
\_\_\_\_\_

**Parent Name/Signature:** \_\_\_\_\_

**Contact Telephone Number/Email:** \_\_\_\_\_

This form may be turned in at the CCE front office or emailed to [info@capitalcheerelite.com](mailto:info@capitalcheerelite.com). (If emailed, please call to make sure the form was received.)

Thank You for allowing your athlete to participate at CCE! If we can ever be of service to your athlete in the future please don’t hesitate to contact us.

\_\_\_\_\_

### **FOR CCE INTERNAL USE ONLY**

Cancellation Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Cancellation Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete Account Balance: \_\_\_\_\_ Date: \_\_\_\_\_

\* Pursuant to the CCE Athlete and Parent Handbook, no refunds or reimbursements will be given to athletes enrolled in our allstar cheerleading program; payments will need to be made monthly for the remainder of the season, or paid-in-full at time of withdrawal.