



Class Change Form

Use for any student withdrawing, adding or switching classes after original registration has been confirmed. Teachers must approve changes; parent signature required for withdrawal or class changes to be official, and date of receipt in office will be noted.

Student Name: _____ Account Last Name (if different): _____

ARE YOU: DROPPING or SWITCHING a class (Circle ONE)

___ **DROP: Current class (TO DROP):** _____ Day/Time: _____

___ **SWITCH REQUEST (switch TO):** _____ Day/Time: _____

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___ **SWITCH REQUEST (switch TO):** _____ Day/Time: _____

***Switch requests can only be accepted upon Teacher AND Office approval in ADVANCE of attendance into new class.*

___ **WITHDRAW** from all currently enrolled classes and request account to become "INACTIVE":

Please state reason: _____

Effective Date: _____ (not prior to receipt by Office Admin: _____)

Please bring this form to the Dance Premier Office- 26613 SE Duthie Hill Rd., Issaquah 98029. OR return by SCANNING this document (or attach a Smartphone pic) and returning by email to: admin@dancepremier.com

By completing and signing this form, I acknowledge I have read the refund policy below:

Parent Signature Required: _____ Date: _____

REFUND POLICY:

Registration and costume fees are never refunded!

Tuition refund schedule is as follows: Prior to first class, 100% refund. Withdrawal within first 2 weeks – 60% refund. Withdrawal within first 3 weeks – 40% refund. Withdrawal within first four weeks – 20% refund. NO REFUNDS given after the first 4 weeks of any session for any reason, **but unused (prorated) tuition will be issued on the form of an account credit toward future dance classes (not merchandise or costumes). Credit is not transferable. There are NO REFUNDS OR CREDITS given during the last 6 weeks of any session.**