

## DSUP CLASS STATUS CHANGE FORM

This form may be used to

- DROP a single or multiple class(es)
- WITHDRAW account and student enrolment from all classes & DSUP
- Enrollment status change in a class as a non-recital participant
- CHANGE class days and times by teacher approval

I, the account holder, wish to change the current status of enrollment with DSUP of the student below. I understand classes dropped after the first of the month, or classes that are attended, will still incur tuition, late or other charges associated with classe(s). Dropping a class or changing class day or time does not withdraw students from DSUP. Remaining balance or additional charges incurred on this account remain the responsibility of the account holder named below. Costumes are ordered for all students in November and become non-refundable after ordered. Recital fees are non-refundable on March 15<sup>th</sup>. Non-recital participants will not be charged costume or recital fees, but will participate in recital pieces in class.

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

Account/Billing Name: \_\_\_\_\_ Guardian if different \_\_\_\_\_

Drop/Add	Class Name or All	Day	Time

**Reason for drop/withdraw/change:**

\_\_\_\_\_

\_\_\_\_\_

Mark here if withdrawing from all cases and studio

Mark her if remaining enrolled in class as a non-recital participant.

I have read, understand, and agree with the studio policies concerning account responsibility for tuition, costumes, recital, and all other charges and fees.

\_\_\_\_\_  
Account Signature & guardian if different

\_\_\_\_\_  
Date

Office use:

_____ Mark Current Attendance before drop	_____ Account/Student Inactive	_____ Drop Class(es)
_____ May/Final Adjusted	_____ Costume Deposit Adjusted	_____ Add Class(es)
_____ Current Month Adjusted/Deleted	_____ Refund Issued \$ _____	_____ Drop Recital
_____ Recital Fee Adjusted		

\_\_\_\_\_  
Completed by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of teacher if changing

\_\_\_\_\_  
Date