



Class Cancellation Notice

As stated in our studio policies, a written notice is required to cancel a class. In order to stop future and further tuition obligations for the month, (beginning after the month this notice is received) this form must be completed and turned into the Inspired *Movement* front desk **on or before** the 5th of the month to cancel for the next month. (Note: this does not mean the first class meeting day.) The account holder is responsible for tuition payments, account charges, and late fees acquired through the last day of the month a dancer or dancers are registered in a class regardless of attendance.

Cancellations for January 2022 must be received by Saturday, December 5th, 2021.

Please fill in the following information:

Student Name: _____

Parent Name: _____

Phone Number: _____

E-mail Address: _____

I want to cancel the following classes starting in the month of _____.

Class Day						Class Name	Time
M	Tu	W	Th	F	S		
M	Tu	W	Th	F	S		
M	Tu	W	Th	F	S		
M	Tu	W	Th	F	S		

Reason for withdrawal: _____

Parent Signature: _____

Office Use Only (IM Employee Initials Required)

Date Request Received by IM: _____

Staff Member Receiving Request: _____

Parent Emailed confirmation of withdrawal: _____

Class Dropped: _____