

IN MOTION DANCE PROJECT 2019-2020 CLASS DROP NOTICE FORM

As stated in our studio policies, a written notice is required to drop a class and stop tuition charges. Tuition is billed and due on the 1st day of each month during the session. Once tuition has been billed on the 1st calendar day of the month, the account is obligated for that calendar month. In order to stop further tuition obligations for the class session, this form must be completed and submitted to IMDP on the last calendar day of the month. The *Class Drop Notice* will be effective for the following calendar month (EX: For cancellations for September 2019, this form must be received by August 31, 2019). FOR CANCELLATIONS FOR AUGUST 2019, THIS FORM MUST BE RECEIVED BY AUGUST 2, 2019. FOR JANUARY 2020, THIS FORM MUST BE RECEIVED BY 2PM ON SATURDAY, DECEMBER 21, 2019.

The Account Holder is responsible for tuition payments, account charges and late fees incurred through the last day of the month a dancer is registered in a class regardless of attendance. Your response will be time and date stamped automatically upon submission. This form must be fully completed in order for us to process your cancellation. PRE PAID TUITION IS NOT REFUNDABLE AND CAN'T BE CREDITED TO ANOTHER DANCER OR SESSION.

Account/Parent Name: _____

Student Name: _____

Account Email: _____

Class Dropped: _____

Reason: _____

Signature: _____

Date: _____

IMDP Office Use Only

Date Received:

Month Effective:

IMDP Representative: