

# AMBER'S HOUSE OF DANCE, INC – Change Form

Student Name:	Today's Date:
Primary Contact Name:	Signature:

## Parent Information Change

Address:	City:	Zip
Cell Phone:	Carrier:	
Email Address:		

### ~Important Note~

- If you wish to add/drop/withdraw from a class please notify us of the change via this form by the 20<sup>th</sup> of the month prior to the change taking place.
- You **MUST** fill out an ADD/DROP/WITHDRAW form to adjust your tuition accordingly.
- Simply not attending a class does not excuse you from paying for it.
- It is especially important to make changes in a dancer's schedule by Nov 1<sup>st</sup> before costume orders are placed in December. Parents are responsible for ALL costume fees for any classes dropped after November 1.

## ADD/DROP Class

(This section to be completed adding or dropping a class from Amber's House of Dance)

Class Name	Day	Time	Add Class	Add Tuition	Add Costume	Drop Class	Drop Tuition	Drop Costume

\*\*\*Filled out by office\*\*\*

Effective Month: \_\_\_\_\_ New Tuition Amount: \_\_\_\_\_

## WITHDRAWAL NOTICE

(This section to be completed if withdrawing completely from Amber's House of Dance)

Please allow this form to serve as notice that \_\_\_\_\_ (dancer's first and last name) will be withdrawing from **all** classes at Amber's House of Dance as of \_\_\_\_\_ (date of withdrawal). I am fully aware that I am responsible for all Tuition and fees assessed up until the first of the next payable month and costume fees if withdrawn after Nov 1<sup>st</sup>. I am also aware that tuition and fees paid to date is nonrefundable and nontransferable.

\*\*\*Filled out by office\*\*\*

Effective Month: \_\_\_\_\_ Remove Costume(s) Fee: \_\_\_\_\_ Remove Performance Fee: \_\_\_\_\_  
(Y or N) (Y or N)

Staff Signature \_\_\_\_\_ Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Adjusted in Dance Manager: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_