

Example: Drop/Change Form:



ALAMEDA BALLET ACADEMY

Drop, Vacation or Schedule Change Form Due 30 days prior to Change

Class Level _____ Day(s) _____ Time(s) _____

Student's Name _____

Parents' Names _____

Address _____ City _____ Zip Code _____

Home Phone (s) _____ Work Phone (s) _____

Cell Phone (s) _____

Email Address (es) _____

My child will not be returning to ABA.

Your input is important. Please let us know why your child will not be continuing:

I understand that 30 days notice is required if my child is not going to return to the school and that full monthly tuition is due for the 30 day period.

My child will miss class during the month of _____ due to vacation. Dates _____. Full monthly tuition is still due for the month. We do not prorate, regardless of the number of classes attended. Classes may be made up within 2 months.

My child's class schedule is changing. The new schedule is:

Days _____ Times _____

Parent/Guardian Signature: _____

Date: _____