

# Drop Class Form

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Miller Marley School of Dance and Voice  
10448 Mastin - Overland Park, KS 66212  
Phone: 913-492-0004 Fax: 913-894-2575

## Important Information

- Once enrollment fees have been processed, there will be a 10% charge to drop a class or classes.
- If a student decides to drop a class within the first three weeks of a Quarter, tuition will be refunded minus \$18 per class that has been taken.
- In order to drop a class, this form must be completed and turned in to the studio office by the first day of the Quarter.
- If this form is received after the first day of the Quarter, the responsible party is obligated to pay the tuition for the dropped class/classes for that Quarter.
- Regardless of whether a student is attending class/classes, the studio will continue to charge the account until the Drop Class Form has been received and the account will be subject to collection.
- This form must go directly to the studio office and not the student's teacher. No exceptions will be allowed.

Please complete the following information as directed.

Please check the current Quarter

\_\_\_\_\_ Fall Quarter \_\_\_\_\_ Winter Quarter \_\_\_\_\_ Spring Quarter \_\_\_\_\_ Summer Quarter

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

Parent/Guardian Name \_\_\_\_\_

Drop Class	Day	Time	Instructor

Parent/Guardian Signature \_\_\_\_\_

Office Staff Signature \_\_\_\_\_

Date Received \_\_\_\_\_