



# CLASS CHANGE FORM

Add     Drop     Change

(check one)

Office Use Only

Rcvd By: \_\_\_\_\_

Date: \_\_\_\_\_

Client Last Name: \_\_\_\_\_ Client First Name: \_\_\_\_\_

Dancer Last Name: \_\_\_\_\_ Dancer First Name: \_\_\_\_\_

Class(es) Day/Time: \_\_\_\_\_

Reason for Drop/Change: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Effective Date: \_\_\_\_\_

The DG2 billing cycle begins on the first day of each month and ends on the last day of each month. The DG2 must be given advanced notice if a student intends to drop one or more classes. Notification must be given to The DG2 in writing at least 5 working days, excluding holidays and weekends, prior to the end of the billing cycle. Failure to provide written drop notification as stated above will result in tuition being charged to the client's account for all dropped classes for one additional month at the prevailing rate.