



## Class Schedule Change Form

**Adding Class(es):**

Please email Ashley regarding openings in desired class(es). Costumes have been ordered at this time and you may incur a rush fee if needed. Rush fees and amounts will be determined by date of request and fees given from costume company.

**Dropping Class(es):**

No credits will be issued if notification (via **completed form**) has not been turned into our studio office via email or by hand, if you drop during the month, and without timely notification (**1 month prior to drop date**). Your obligation will be according to your previous accurate tuition.

The balance of all costumes are your responsibility - we do not issue refunds for any costume(s) or production fee(s). A fee of \$20.00 will be charged for any cancelled costumes (if eligible), this is in addition to the non-refundable \$60.00 costume deposit previously paid

**C.S.C. FEE: \$10.00 per class *Due at submission***

I have read and agree to the information given above.

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

Student Name: \_\_\_\_\_ Student D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

| # | Fee per Class Change | Write: Add or Drop | Class Name: | Studio # | Day | Time | Length of Class | Start Date (Previous or Future) | Reason for Change |
|---|----------------------|--------------------|-------------|----------|-----|------|-----------------|---------------------------------|-------------------|
| 1 | \$10                 |                    |             |          |     |      |                 |                                 |                   |
| 2 | \$10                 |                    |             |          |     |      |                 |                                 |                   |
| 3 | \$10                 |                    |             |          |     |      |                 |                                 |                   |
| 4 | \$10                 |                    |             |          |     |      |                 |                                 |                   |
| 5 | \$10                 |                    |             |          |     |      |                 |                                 |                   |

| New Tuition & Fees Due Calculator  |                          |                  |                 |
|--|--------------------------|------------------|-----------------|
| New Total Hours<br>(after requested change)  | _____ Hours _____ Mins = | New Tuition      | \$ _____        |
| Total Current Hours  | _____ Hours _____ Mins = | Current Tuition  | \$ _____        |
| Difference In Tuition<br><small>(if adding class(es))</small>                          |                          |                  | \$ _____        |
| Class Change Request Fee \$10.00 X _____<br><small>(# of classes listed above)</small> |                          |                  | + \$ _____      |
| Costume Deposit \$60.00 X _____<br><small>(if applicable)</small>                      |                          |                  | + \$ _____      |
| <b>Total Amount Due</b>  |                          |                  | <b>\$ _____</b> |
| Check #: _____   |                          | Check Amount: \$ | _____           |
| Cash: <u>  </u> Y/N  |                          | Cash Amount: \$  | _____           |

----- Below is for Office Use Only -----

| Make Changes To:           | 1 | 2 | 3 | 4 | 5 |
|----------------------------|---|---|---|---|---|
| StudioWare Enrollment      |   |   |   |   |   |
| Status                     |   |   |   |   |   |
| Note/Why                   |   |   |   |   |   |
| Reg Fee/CCRF               |   |   |   |   |   |
| Costume Fee Posted         |   |   |   |   |   |
| Cost Late Order Fee Posted |   |   |   |   |   |
| Production Fee Posted      |   |   |   |   |   |
| Exam PEC Tuit Posted       |   |   |   |   |   |
| Exam Registration Posted   |   |   |   |   |   |
| Tuition Posted             |   |   |   |   |   |
| Payment Posted             |   |   |   |   |   |
| StudioWare Confirmation    |   |   |   |   |   |
| Tuition Sheet              |   |   |   |   |   |
| Student Info List          |   |   |   |   |   |
| Attendance List            |   |   |   |   |   |
| Constant Contact           |   |   |   |   |   |
| Notify Grade Mom           |   |   |   |   |   |
| FB                         |   |   |   |   |   |
| Classroom Roster           |   |   |   |   |   |
| Costume Book               |   |   |   |   |   |
| Costume Late Order List    |   |   |   |   |   |
| Exam List                  |   |   |   |   |   |