



EXCELSIOR SCHOOL of DANCE  
AND PERFORMING ARTS

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