

# NORTHERN PLAINS DANCE

## Drop Form

Tuition and registration fees are non refundable. Tuition may be credited to the student's account to be used at a later date with NPD staff approval. All Drop Forms require 2 business days of processing time.

In order to avoid charges on the tuition due dates listed in the handbook, all Drop Forms must be submitted two business days prior to payment processing. Tuition will not be refunded if drop notice is received after this deadline but may be applied to the student's account at the discretion of the Director.

Tuition will continue to be charged until the Drop Form is processed by the office. Funds remaining after the date will be held on student's account as a tuition credit for up to three months. Once students have withdrawn, they must re-register in order to resume classes and pay all applicable fees including the registration fee.

### Section I: Student Information

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

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

### Section II: Class Information

List the class(es) you would like to withdraw from:

Class: \_\_\_\_\_ Time & Day: \_\_\_\_\_

Class: \_\_\_\_\_ Time & Day: \_\_\_\_\_

Please indicate reason for withdrawing: \_\_\_\_\_

### Section III: Acknowledgment

I understand that if I am withdrawing my student from a class, I will receive no refund of tuition. Any tuition paid for classes that take place after the date this form is completed by NPD will be held on my student's account as a tuition credit. Tuition credits must be used within three months from the date the Drop Form is processed. I understand that if my student is to resume classes at NPD, I must re-register and pay all applicable fees including the registration fee.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Staff Use Only

Monthly  Quarterly

Current class tuition: \$\_\_\_\_\_ # of classes attended: \_\_\_\_\_ Current class tuition: \$\_\_\_\_\_ # of classes attended: \_\_\_\_\_

Tuition credit amount: \$\_\_\_\_\_ Credit Expires: \_\_\_\_\_

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_ Non-dance customer: \_\_\_\_\_ Jackrabbit: \_\_\_\_\_

Email List: \_\_\_\_\_ Attendance Sheet: \_\_\_\_\_ Email Copy: \_\_\_\_\_