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**PROCEDURE FOR DROPPING A CLASS**

In order for a student to drop or cancel a class, a drop form must be received in the main office prior to the beginning of the next month. If the student drops the class at any point during the month the full month's tuition will be charged. The student will be considered enrolled until notice is received and will be billed accordingly.

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE PHONE (example – work or cell): \_\_\_\_\_

I AM CURRENTLY ENROLLED IN THE FOLLOWING CLASS(ES) AND I WISH TO DROP THEM  
(list name of class, day of week and time of class for each class you are dropping):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR DROPPING CLASS(ES) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian over 18