



Add/Change/Cancel Class Form

Date: _____

Student's Name _____
Last First

ADDING A CLASS

All new classes must be approved by the Artistic Director

CLASS NAME	DAY	TIME	DATE OF FIRST CLASS

CHANGING A CLASS

All class changes must be approved by the Artistic Director

FROM CLASS NAME	DAY	TIME	DATE OF LAST CLASS
TO CLASS NAME:	DAY	TIME	DATE OF FIRST CLASS

Please tell us why you are changing your class: _____

CANCELLING A CLASS

CLASS NAME	DAY	TIME	DATE OF LAST CLASS

Please tell us why you are canceling your class: _____

WITHDRAWAL POLICY:

Mandatory one month's cancellation notice must be submitted IN WRITING to the Principal and Artistic Director. If this notice is NOT received, RNB will continue to charge for dance class (es). No refunds will be given without one month's cancellation notice..

Teachers will begin choreography for the year end general performance in March. It is therefore recommended that any student considering withdrawal give notice at the end of February. Lesson fees will not be refunded after March 31st.

No refunds will be issued for exams and/or festival fees

ATTENDANCE:

Attendance is compulsory. Should a student be absent for medical reasons, the office must be notified IN WRITING.

PARENTS' RESPONSIBILITIES:

Parents take full responsibility for their child (ren) to attend rehearsals and show dates if their child is invited to perform. Parents agree to pay for the costume service charges as set out in the registration form.

Parents must provide WRITTEN NOTICE if their child is going to withdraw from a class or not participate in RNB's shows.

Parents are responsible for payment and other conditions as set out in the registration form; including the mandatory volunteer hours for students in Accelerated and/or Company Classes.

Parent/Guardian Signature

Date