

# Class Cancellation Form



Today's Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Have you been satisfied with the services?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Was the staff helpful and friendly? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain \_\_\_\_\_

If any, what suggestions/improvements would you offer? \_\_\_\_\_

\_\_\_\_\_

Reason for Cancellation: (Circle all that apply)

Moving      Financial      Personal      Travel Distance      Dissatisfied

Conflict with school/other activities      Other (please specify) \_\_\_\_\_

If dissatisfied, please explain why: \_\_\_\_\_

Are you on automatic draft? \_\_\_\_\_ Yes \_\_\_\_\_ No

**I hereby give a two week written notice that I wish to withdraw my child/children from his/her class. The last date of attendance will be \_\_\_\_\_. I understand I will be responsible for the tuition of the class/classes for the 2 weeks. (Annual registrations will be good for one year from the day it was paid.)**

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

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