



Class Cancellation Notice

To have your child removed from his/her dance class(s), a written notice must be provided to Fancy Feet. You must fill out the bottom portion of this form and return it by the 15th of current month, to be dropped for the upcoming billing cycle. For example, you wish to stop the automatic withdrawal as of August 1st, this cancellation form must be turned in no later than July 15th.

The account holder is responsible for tuition payments, account charges and late fees incurred through the last day of the month a dancer is registered for regardless of attendance.

Please fill out completely and return to the front desk.

Student Name: _____

Parent/Account Holder Name: _____

Phone Number: _____

Email Address: _____

I want to cancel the following classes starting in the month of _____

Class Day						Class Name	Time	Teacher
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			
M	Tu	W	Th	Fr	Sa			

Reason for Withdrawal: _____

Parent Signature: _____

Office use only (Fancy Feet Employee Initials required)

Date request received by FFDA: _____

Staff Member Receiving the Withdrawal Request: _____

Parent emailed confirmation of withdrawal: _____

Class Dropped: _____