

# Helmer Dance Studio Withdrawal Form

As stated in the Helmer Dance Studio (HDS) policies, when a student will no longer be attending classes at HDS, it is the parent's responsibility to officially withdraw the student from the studio using this form. Until a student is officially withdrawn, HDS will consider them to be an active student at our studio. The parent will continue to be financially responsible for tuition until the student is officially withdrawn, regardless of attendance.

If this form is not completed and submitted to our office by the 1st of the month, you will still be responsible for tuition for that month. Once tuition is processed for a month, it will not be refunded. Please note that after submitting this form, you will be sent a confirmation email which is your official withdrawal notification. If you do not receive the confirmation email, please contact the office to be sure we received your form.

Student's name \_\_\_\_\_

Class Day and Time \_\_\_\_\_

Date of withdrawal \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent's phone number \_\_\_\_\_

Parent's email \_\_\_\_\_

Why are you withdrawing?

- Moving out of the area
- Scheduling conflict
- Student lost interest
- Changing studios
- Unhappy with experience
- Dislike teacher
- Dislike class
- Other

Please provide details for the above reason - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office use only ~ Date form received \_\_\_\_\_ Initials \_\_\_\_\_