



**Student Add-Drop-Switch Form For Existing Students**

EFFECTIVE DATE: \* \_\_\_\_\_ (\*MUST NOT BE EARLIER THAN DATE RECEIVED BY DP)

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

To **Switch** from one class to another this session:  
**Current Class:**

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(Class Name, Day, Time, Location & Teacher)

**Replacing above with:**

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(Class Name, Day, Time, Location & Teacher)

TO **ADD** A CLASS TO CURRENT ENROLLMENT (IF SPACE AVAILABLE W/TEACHER APPROVAL GIVEN):

\_\_\_\_\_  
(CLASS NAME, DAY, TIME, LOCATION & TEACHER)

TO **DROP** A CLASS THIS SESSION (REFUND MUST BE APPROVED BY OFFICE MGR. OR DP OWNER):

REASON FOR  
DROP: \_\_\_\_\_

\_\_\_\_\_  
(CLASS NAME, DAY, TIME, LOCATION & TEACHER)

**PLEASE BRING FORM TO DP'S OFFICES (@26613 DUTHIE HILL RD) IN PERSON OR MAIL TO: DANCE PREMIER; 4504 KLAHANIE DR. SE, ISSAQUAH, WA 98029**

**BY COMPLETING & SIGNING THIS FORM, I ACKNOWLEDGE I HAVE READ THE BELOW REFUND POLICY.**

PARENT SIGNATURE REQUIRED: **X**

**Dated:**

**Refund Policy for Fall-Winter/Spring Sessions-**

Registration and costume fees are never refunded! However, our tuition refund schedule is as follows: Prior to first lesson- 100% refund. Withdrawal within first 2 weeks- 60% refund. Withdrawal within first 3 weeks- 40% refund. Withdrawal within first four weeks - 20% refund. NO REFUNDS ARE GIVEN AFTER THE FIRST 4 WEEKS OF CLASSES FOR ANY REASON, but unused (prorated) tuition will be issued in the form of an account credit toward future dance classes (not merchandise). Credit is not transferable. THERE ARE NO REFUNDS OR CREDITS GIVEN DURING THE LAST 6 WEEKS OF ANY SESSION.