



2 Langarth St. West
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www.dancelondonstudio.com

Dancer's Name: _____

REFUND REQUEST FORM and TRANSFER REQUEST FORM

Please submit completed form to the office or email to accounting@dancelondonstudio.com. All refund requests must be completed on this form. Please note our refund policies listed below:

Cancellation Policy

Dance London must receive in writing a "Refund Request Form" which is available on our website or through the office. In a situation where a student has to discontinue classes, payment must be made up to the end of the term of which they stopped. Term 1: September, October, November, Term 2: December, January, February, Term 3: March, April, May. Costume deposits are non-refundable after November 30th. If a student discontinues classes *after November 30th families are responsible for the balance owing on costume(s)*. Dance London reserves the right to cancel or change class times based on availability or enrolment. If a class does not run due to low enrollment a full refund will be issued.

Class Transfers

Dance London must receive in writing a "Transfer Request Form" which is available on our website or through the office. When a student is enrolled in multiple classes and drops one or more classes, the remainder of the current monthly fees is not transferable to remaining months in the year. The remaining monthly installments will be altered to the new fees. *If a class transfer is made after November 30th families are responsible for all costume costs from the class they are transferring out of and the costume costs of the class they are transferring into.*

Please print neatly and complete all fields:

Dancer's Name: _____ Telephone No.: _____

Parent/Guardian: _____ Postal Code: _____

Address: _____ City: _____

Class or Program Name: _____

Reason for Withdrawal or Transfer: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Request declined _____

Request for refund approved: _____ Request for transfer approved: _____

Signature of Office Manager: _____ Date: _____

"Dance your way through life and you'll be happy."

- Ruth Anne Rogerson