

[SOUTH MANCHESTER DANCE SCHOOL CANCELLATION POLICY]

CANCELLATION OF CLASSES POLICY

- Invoices are prepared and distributed towards the end of each term. Class registers are prepared, printed and considered. There is a consequential disruption for the office and staff which may involve class numbers, teaching hours, the timetable and the disappointment for teachers when pupils leave a class without substantial warning.
- We are consistent in requesting one terms notice for alterations to the invoice. Class cancellation therefore must be submitted during the current term to take effect the following term.
- We will take into consideration extreme circumstances whereupon parents are given no option such as injury or sudden change of domestic arrangements.
- One terms notice will be accepted up to the 7th week of each term. Cancellation of classes after the 7th week will not be accepted as one terms notice but as one half terms notice, and you will be asked to pay your invoice up to the following half term.
- Cancellation during the summer holiday will be considered as a half terms notice. You will be asked to pay your invoice up to the following half term.
- We trust that parents appreciate the content of this information to be in the interests of maintaining standards at South Manchester Dance School.

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CANCELLATION OF CLASSES FORM FOR OFFICE RECORDS

**Should you wish to cancel classes please read the above and then complete and return this form to our office at 107 Clyde Rd, Didsbury Manchester M20 2WW at your earliest convenience.*

Pupils full name:
I hereby request the cancellation of the following classes undertaken by the above named pupil with South Manchester Dance School
Ballet (specify grade)
Tap
Modern
Other (please specify)
I hereby give notice to be taken into consideration as from: (please give details of term/date you are requesting classes to stop)
Reason:
Today's date (record of cancellation)
Signature: