

# Academy of Russian Ballet

8840A Rixlew Lane, Manassas, VA 20109, 703-368-2268

320 Victory Drive, Herndon VA 20170

[www.academyofrussianballetva.com](http://www.academyofrussianballetva.com)

## Add / Change / Drop Class Form

Students wishing to Add, Change, or Drop classes from their schedule must complete an "Add/Change/Drop" form at least **ONE MONTH** prior to the schedule change. Tuition will not be changed until the form has been received.

### Withdrawal

Students wishing to **Completely Withdraw** from ARB before the session end date **MUST complete an "Add/Drop" form TWO MONTHS prior to the date of withdrawal.** (This applies to the normal school year session September through June) Tuition will continue to accrue on accounts until this **COMPLETED SIGNED AND DATED FORM** has been received via email. (An email, text or phone call telling us you wish to withdraw is not proper documentation) Upon receipt of this form, your final tuition payments will be charged immediately. Final payments that are not able to be processed will be subject to a billing and/or collections agency. Any tuition, costume payment/deposits, stage fee payment/deposits previously paid will not be refunded. Students are encouraged to continue their normal schedule during this two-month period.

Student Name: \_\_\_\_\_

Student's Primary Studio: Herndon or Manassas

Parent/Guardian Name: \_\_\_\_\_

Phone / Email : \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Class	Class Day and Time	Add	Drop	Reason for Change

### OFFICE USE ONLY

Add/Drop Form Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Effective: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Number of hours *before* changes made: \_\_\_\_\_

Current Tuition Payment: \_\_\_\_\_

Number of hours *after* changes made: \_\_\_\_\_

New Tuition Payment: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_