



Conservatory of Music and Dance Add / Drop Form

Student's Family Name (Please Print)	Student's First Name (no nicknames)

Telephone Number	e-mail address

Add Class(es)					
Course Name	Course ID#	Lesson Hr/Week	# Weeks Registered	# Weeks Attended	Instructor

IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO NOTIFY THE INSTRUCTOR AND TO COMPLETE A DROP FORM IF WITHDRAWING FROM A CLASS.

REFUNDS ARE BASED ON THE DATE THAT THE ADD/DROP FORMS ARE RECEIVED AND DATED BY THE CONSERVATORY OFFICE. REFUNDS WILL BE DETERMINED AS FOLLOWS...

WITHDRAWAL PRIOR TO SEPTEMBER 27TH, 2010 WILL RECEIVE 100% REFUND OF REMAINING LESSONS.
WITHDRAWAL PRIOR TO DECEMBER 31ST, 2010 WILL RECEIVE 50% REFUND.
WITHDRAWAL AFTER TO DECEMBER 31ST, 2010 WILL NOT RECEIVE A REFUND.

Drop Class(es)					
Refunds are based on the date that this form is received by the Conservatory Office					
Course Name	Course ID#	Lesson Hr/Week	# Weeks Registered	# Weeks Attended	Instructor

Reason for dropping: _____

Refund Payable to: _____ Credit Card # _____

Student or if under 18 years of age - Parent/Guardian Signature _____ Date _____

OFFICE USE		Date Received _____	
Year	Campus		Student ID Number
	Medicine Hat <input type="checkbox"/> Brooks <input type="checkbox"/>		
Date Keyed:		Keyed by:	
Date Refund Processed:	Refund :	Processed by:	