

Schedule Change Form

Name: _____ Studio _____ Phone: _____

Date of notification of change: _____ Acct # _____

Class Code:	Add	Drop	Reason for drop
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Initial as each item is completed

Dancer Manager Completes:

Adjust "memo" _____

Adjust family discount if has sibling _____

Role book _____ (Computer) Role book _____ (Studio Hard copy)

Turn off auto-billing/Clear P.2 entries if dropping all classes _____
-or-
If continuing in other classes
Adjust tuition on p. 2 _____
Adjust Costume/Recital Fees on p. 2 _____

Write Suggested credits or charge here _____

Give to accounting when desk manager completes

Accounting Completes:

Adjust Costume Sheet _____

Adjust Registration/OOP/Photo Schedule Files _____

Apply any Credits _____ Adjust Bank Auto Payment _____

File with Registration form here when completed