



## DROP FORM & REFUND POLICY

Because every chorister is expected to live up to his or her commitment for the entire season, CCCC has a very limited Refund Policy.

A **\$100 non-refundable Administrative Fee** will be deducted from your tuition, and cannot be included in any refund. After that, the Refund Policy is:

- **50% Refund** – if CCCC is notified within 6 weeks of chorister’s 1<sup>st</sup> rehearsal day (per semester)
- **0% Refund** – if CCCC is notified after 6 weeks from chorister’s 1<sup>st</sup> rehearsal day (per semester)

### PROCEDURE:

We understand that we have made a commitment for the entire choral season and to our fellow choristers. However, our chorister needs to withdraw from chorus at this time. We, chorister and parents, will discuss our reasons for withdrawing with our Level Conductor in person or by phone BEFORE a Drop Form is submitted to the Finance Manager

*CCCC makes exceptions to its drop/refund policy in extreme circumstances, such as, serious illness or injury, or the family moving outside the CCCC attendance area. Exceptions are at the discretion of the Finance Manager.*

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**Today’s Date:** \_\_\_\_\_ **Date of Last Rehearsal Attended:** \_\_\_\_\_

**Chorister’s Name:** \_\_\_\_\_ **Level/s:** \_\_\_\_\_

**Please be informed that my child is withdrawing from Chorus. We have completed the following items:**

- Chorister & parent have discussed their situation with their Level Conductor.
- Submitted Drop Form to Finance Manager.
- Returned all music and folders
- I understand that I am still liable for all charges currently outstanding on my account.

**Reason For Drop:** \_\_\_\_\_

**Chorister’s Signature:** \_\_\_\_\_

**Parent’s Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

|                         |  |   |          |
|-------------------------|--|---|----------|
| <b>Office Use Only:</b> | <input type="checkbox"/> <b>Music &amp; Folder Turned In</b>         | <input type="checkbox"/> <b>Missing Music</b> |          |
|                         | <input type="checkbox"/> <b>Charge for Missing or Damaged Music:</b> | \$  | _____    |
|                         | <input type="checkbox"/> <b>Tuition Due:</b>                         | \$  | _____    |
|                         | <input type="checkbox"/> <b>Other charges Due:</b>                   | \$  | _____    |
|                         | <b>Total Amount Due:</b>   |   | \$ _____ |