



# REQUEST FOR CLASS WITHDRAWAL

Student

Please submit this form to withdraw from a class.

### Important Refund Policy for Class / Camp /Workshop:

**Cancellations:** Programs must meet minimum enrollment requirements as determined by CSMA. Full tuition refunds or school credits are given if CSMA cancels a class/camp/workshop.

**Withdrawals:** Upon receipt of a Request for Withdrawal Form prior to the first class/camp/workshop, Student Services Staff will determine your eligibility for refunds or school credits as follows:

- **At least 2 weeks prior to first class/camp/workshop:** Full tuition refund less \$20 non-refundable processing fee per class/camp/workshop.
- **2 weeks before through 24 hours prior to start of class/camp/workshop:** 50% school credit less \$20 non-refundable processing fee per class/camp/workshop. (School credit valid up to 1 year from date of receipt of Request for Withdrawal Form.)
- **Day of and after the first class/camp/workshop:** No refunds or school credits are given.

Return the form to the Student Services Office ([info@arts4all.org](mailto:info@arts4all.org)), who will notify you of the decision.

## CONTACT INFORMATION

Student's Name

Date of Birth

Parent(s) / Guardian Name

Phone

Email

## CLASS DETAILS

Today's date

Current semester

Class(es) to Withdraw – include course name and course number

Request date