



community school of music and arts

REQUEST FOR CLASS TRANSFER

Please submit this form to transfer to a different class.

Transfers: Students may apply for one class transfer per semester. Transfer requests must be made in writing (form available on our website and in the Student Services office). No transfers or refunds will be approved unless the following conditions are met:

- All requests must be received no later than three business days after the second class.
- Requests are subject to space availability and management approval.

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

CONTACT INFORMATION

Student's Name

Date of Birth

Parent(s)/Guardian Name

Phone Number

Email Address

CLASS DETAILS

Today's date

Current Semester

Classes to Withdraw - include course name and class number

Requested Class - include course name and class number

ADDITIONAL PAYMENT (if required)

Additional cost: \$_____

If the class you would like to transfer to costs less than your current class, the balance will be applied to your account as a CSMA credit.