

# '22-'23 REFUND REQUEST FORM and TRANSFER REQUEST FORM

**Dancer's Name:** \_\_\_\_\_

Please submit completed form to the office or fax to 519.657.8680. Please submit a copy of your original receipt with this form. All refund requests must be completed on this form. Please note our refund policies listed below:

## Fall Classes

- The registration fee is non-refundable.
- If you discontinue at any time or any reason a refund request form and transfer request form is required to notify Dance Extreme and a \$25 administration fee will be charged.
- If you transfer classes at any time or any reason a refund request form and transfer request form is required to notify Dance Extreme and a \$25 administration fee will be charged.
- If you discontinue or switch classes at any time or any reason a completed refund request form or request to transfer form is required to notify Dance Extreme and a \$25 cancellation fee will be charged per class.
- Prior to December 15, 2022, a refund request form received **prior** to the 15<sup>th</sup> of the month will have all months to follow will be cancelled minus the \$25 cancellation fee per class.
- Prior to December 15, 2022, a refund request form received **after** the 15<sup>th</sup> of the month will be responsible for the following month payment, all months to follow will be cancelled minus the \$25 cancellation fee per class.
- If you paid for the year in one complete payment, and receive our early payment discount, all of the above policies apply in regards to withdrawal dates. In all cases, your refund will be based on the full class fees.
- No refunds for classes after December 15, 2022.
- All cancellations must be made on our refund request form and transfer request form (found on our website).
- Costume deposits are non-refundable and non-transferable after October 30, 2022.
- Competitive costume deposits are non-refundable and non-transferable after October 30, 2022.
- Competitive choreography fees and opening/finale fees are non-refundable once classes have begun.
- Dance Passes are non-refundable, non-transferable and must be paid for in full by September 1, 2022. Monthly dance pass option is available for 10% more a month.

## Winter Classes

- The registration fee is non-refundable.
- If you discontinue at any time or any reason a refund request form is required to notify Dance Extreme.
- A refund request form and transfer request form must be received prior to the second class will have all remaining monies refunded.
- After the second class, a refund request and transfer request form is required and a credit will be issued, no refunds.

## All Camps

- If you discontinue at any time or any reason a refund request form and transfer request form is required to notify Dance Extreme.

- There is a \$25 administration fee charged to all cancelled camps.
- Cancellations received less than 1 week prior to camp will be charged a 25% administration fee.
- Once camp has started, no refunds will be given.

**Please print neatly and complete all fields:**

Participant's Name: \_\_\_\_\_ Telephone No: 519-671-5283

Parent/Guardian: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: London, On \_\_\_\_\_

Address: \_\_\_\_\_

Class or Program Name: \_\_\_\_\_

Reason for Withdrawal or Transfer: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Request declined \_\_\_\_\_ Request for refund approved: \_\_\_\_\_ Request approved less  
administration fee: \_\_\_\_\_ Request for credit approved: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Office Manager: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

519-657-DANCE (3262) 725 Notre Dame Drive, London ON [www.danceextreme.com](http://www.danceextreme.com)

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