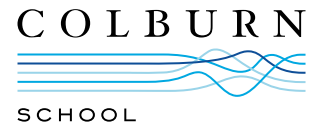


# Add/Drop Form

Community School of Performing Arts cspa@colburnschool.edu  
 Trudl Zipper Dance Institute dance@colburnschool.edu



Year: \_\_\_\_\_  Fall  Spring  Summer

Student's Last Name:	First Name:	Birthdate:
Parent/Guardian's Last Name:	First Name:	
Home Phone: (        )	Email of Parent or Adult Student:	

## Add a Class or Private Lessons

Course ID*	Course Name	Day	Time	#Mins	#Wks	Instructor	Tuition/Fee
Tuition Total:							

## Drop a Class or Private Lessons

Course ID*	Course Name	Day	Time	#Mins	#Wks	Instructor	Tuition/Fee
Tuition Total:							

\* Course ID can be found in the Course Catalogue.

Submission of this form does not guarantee a refund, credit, or cancellation of remaining payments.  
 Please refer to Page 2 of form for policy and procedures.

### Reason for drop:

- Medical or family emergency (defined as an unplanned event that prevents participation).  
Documentation of medical or family emergency must be attached.
- Other reason. Please describe: \_\_\_\_\_

### Select one:

- Yes  No **Are you currently on a payment plan?**
- Yes  No **Are you currently a recipient of financial aid or scholarship?**

Tuition Total:	
Previous Balance:	
Subtotal:	
Discount/Scholarship:	
Discount/Scholarship:	
Registration Fee:	
Payment Plan Fee:	
Adjustment:	
Total Amount Due:	
Payment:	
Balance Due:	

OFFICE USE ONLY

Office Use Only

INVOICE #:	Initials:	Date:
Approval (if needed) <input type="radio"/> Approved <input type="radio"/> Denied		
Dean's Signature:	Date:	
Parking Decal:	Card Keys:	

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Student or parent/guardian is responsible for obtaining signature.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 If the student is a minor, a parent or guardian must sign. By signing this form, I agree to abide by the school policies as published on the Colburn School website at colburnschool.edu, and I acknowledge that I have read the abbreviated policies on page 2 of this form.

This is an abbreviated summary of our Registration and Academic Policies. For a complete listing of the Colburn School Policies, please refer to [colburnschool.edu/community-school/student-resources](http://colburnschool.edu/community-school/student-resources).

### Registration Procedure

The registration procedures at The Colburn School are designed to place students in appropriate courses through interviews, auditions, and other screening methods. These procedures help to minimize enrollment in inappropriate courses, and to minimize the need to drop lessons and classes. Registration for group classes and ensembles must be completed during the enrollment period listed on the Academic Calendar. Late enrollments will be permitted pending the instructor's approval. Students may register for private instruction at any time throughout the year.

A \$30 registration fee will be applied to all new enrollments beginning August 1, 2024 for fall and year-long enrollments or January 13, 2025 for spring enrollments.

### Drop/Withdraw Procedure

The parent/student must complete and submit the Add/Drop Form either in-person to the Community School office, or via email to [cspa@colburnschool.edu](mailto:cspa@colburnschool.edu).

Once receipt is confirmed by the Community School office, the drop request will be reviewed by the Dean. All refunds and credits must be approved by the Dean. **There is no guarantee that a full refund and/or credit will be granted.**

The student is eligible for a 100% refund of tuition if the form was submitted prior to the first day of the semester \*. Following the start of the semester, students may be eligible for the following:

- During the first week of class: refund up to 75%
- During the second week of class: refund up to 50%
- During the third week of class: refund up to 25%
- Following the third week of class, there are **NO REFUNDS**

\* The first day of the semester for year-long enrollments corresponds to the beginning of the fall semester. The first day of the semester for single-semester classes (Early Childhood and Adult Classes) corresponds to the start date of the respective semester. Drop requests for year-long enrollments following the third week of the fall semester will only be honored pending the Dean's approval.

Informing an instructor of a decision to withdraw, stopping payment, or not attending class does not constitute a withdrawal.

Exceptional requests for refunds due to a family or medical emergency may be made in writing to the Dean within 14 days of the missed class and must include appropriate documentation. There is no guarantee that a full refund will be approved due to a family or medical emergency.

### Absence Policies

Students must notify faculty of anticipated absences as a courtesy to the faculty members; however, this does not exempt the student from payment as contracted. There will be no make-up lessons for student absences. If a teacher is absent from a scheduled lesson, a make-up lesson shall be scheduled at a mutually convenient time. If the student misses a make-up lesson, there will be no second make-up opportunity. In cases of sudden illness on the part of the teacher, the teacher and The School shall make every reasonable attempt to notify students.

### Suspension

Delinquency in payment of tuition and fees may result in suspension of a student's enrollment. Suspended students shall not be allowed to attend classes, rehearsals, or lessons; instruction shall be resumed only upon full payment of any balance due and with approval of the Program Manager. There will be no credit or make-up for any lessons or classes missed because of suspension.

### Payments

Payment must accompany the registration form. Payment of tuition and fees is expected in full at the time of enrollment unless a deferred payment plan is requested. Upon approval of a deferred payment plan, all payments are due on or before the 15th of the month. All deferred payment plan arrangements must be made directly with the Community School office, and all payments will be handled by the Cashier.

Any payments received after the 15th will be automatically assessed a \$35 late fee. Subsequent late fees will be charged every month until payment is received.

Deferred payment plans will remain in effect until tuition is paid in full. **Withdrawing from a class does not guarantee cancellation of remaining payments.** Cancellation of remaining payments is subject to the Dean's approval.

### Private Instruction

All private instruction must take place on campus at the Colburn School at 200 South Grand Avenue, Los Angeles, CA.