

Add/Drop Form

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

Code*	Course Title	Day	Time	#Mins	#Wks	Instructor	Fee
Tuition Total:							

Drop a Class or Private Lessons

Code*	Course Title	Day	Time	#Mins	#Wks	Instructor	Fee
Total Tuition Withdrawn:							

* Codes are located in the Schedule of Classes

Submission of this form does not guarantee a refund, 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:	
FA/Scholarship:	
FA/Scholarship:	
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		
CSPA Dean signature:	Date:	
Parking Decal:	Card Keys:	

► **Teacher's Signature:** _____ **Date:** _____
Student/Parent is responsible for obtaining signature

► **Signature of Student/Parent:** _____ **Date:** _____

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

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 must be completed during the Formal Registration period listed on the Academic Calendar to avoid a late fee. Any student who registers after the Formal Registration period will be subject to a \$25 late registration fee.

Drop/Withdraw Procedure

The parent/student must complete and submit the Drop Form either in person, via email or fax, prior to the first day of the semester. Once receipt is confirmed by the CSPA office, prior to the first day of the semester, the request to drop the class, ensemble, and/or private instruction will be reviewed by the Dean. Upon the Dean's approval, 100% of the tuition is refunded. Anytime during the first week of the semester, 75% of the tuition is refunded. After the first week through the second week, 50% of the tuition is refunded. After the second week through the third week, 25% of the tuition is refunded. After the third week, there are NO REFUNDS.

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 makeup 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 Registrar. 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 payment plan is requested. Upon approval of a payment plan, all payments are due on or before the 15th of the month. All payment plan arrangements must be made directly with the Cashier's Office. Any payments received after the 15th will be automatically assessed a \$25 late fee. Subsequent late fees will be charged every month until payment is received.

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