

CLASS CANCELLATION CARD

COMPLETE THIS FORM AND SUBMIT TO IPSB BY MAIL OR IN PERSON WITH ANY FEES. BE SURE TO READ ALL THE CONDITIONS BELOW.

NAME _____ PHONE _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____ Check here if new address CITY _____ STATE _____ ZIP CODE _____

DROP CLASS _____ NUMBER _____ DATES _____

Non-550 Hour students, please check applicable box(es)

Refund my deposit / tuition Keep my deposit / tuition on account

Transfer my deposit / tuition to another class: _____

Take drop fee from deposit

OFFICE USE ONLY:

Rcvd	Fees	Comp	Acct	Conf Sent
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FOLD FORM ON DOTTED LINE TO INSERT IN AN ENVELOPE. BE SURE TO INCLUDE ANY PAYMENT AND RETURN ENTIRE FORM TO IPSB.

Submission of this card will officially cancel your registration for this class, and indicates your agreement to all applicable policies and conditions.

Cancellation cards must be submitted at least one week prior to the class start date. There is a \$5 administrative fee to drop a class. Late drops, less than one week before the class start date, carry a fee of \$50. A student absent at the first class meeting who has not contacted the office by the start of class will be considered a no show and the space offered to any wait listed students. The \$50 late drop fee will be assessed. **Three no shows may revoke 550 Hour contract privileges, or restrict a non-550 Hour student to registering no earlier than one week before a class start date.**

If you wish to transfer tuition from the cancelled class to another class, you must submit a registration card for the other class.