



DROP FORM & REFUND POLICY

Because every chorister is expected to live up to his or her commitment for the entire season, CCCC has a very limited Refund Policy.

A **\$100 non-refundable Administrative Fee** will be deducted from your tuition, and cannot be included in any refund. After that, the Refund Policy is:

- 50% Refund** – if CCCC is notified within 6 weeks of chorister’s 1st rehearsal day (per semester)
- 0% Refund** – if CCCC is notified after 6 weeks from chorister’s 1st rehearsal day (per semester)

PROCEDURE:

If a chorister must drop out of chorus anytime during the performance year, they and their parents must **fill out and submit a Drop Form to the office**. The chorister’s family should confirm that the drop has been recorded in the CCCC records. A simple email message to the Finance Manager is sufficient. Refund amounts, if any, are based on the date that the drop form has been received by CCCC.

Even if a chorister drops out of chorus, all tuition and fees incurred remain immediately due and payable.

Chorister should also remember that when they leave chorus they forfeit all membership time accrued as it relates to Attendance Awards.

We do make exceptions to our drop/refund policy for extreme circumstances, if, for example, your child leaves due to a serious illness or injury, or the family moves outside the CCCC attendance area. These exceptions will be left to the discretion of the Chorus Manager.

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Today’s Date: _____ Date of Last Rehearsal Attended: _____

Chorister’s Name: _____ Level/s: _____

Please be informed that my child is dropping Chorus. We have completed the following items:

- Chorister & parent have advised the Artistic Director by email at martin@childrenschorus.org
- Submitted Drop Form to CCCC
- Informed Level Liaison
- Confirmed Drop has been recorded by the Finance Manager, accounts@childrenschorus.org
- Returned all music and folders
- I understand there may be no refund due us, depending on the Drop/Refund Policy.
- I also understand that I am still liable for all charges currently outstanding on our account.

And, I understand that until this Drop Form is returned to CCCC, I am still liable for the entire year’s charges.

Reason For Drop: _____

Parent’s Signature: _____

Phone: _____

Office Use Only:

Music & Folder Turned In Missing Music

Charge for Missing or Damaged Music: \$ _____

Tuition Due: \$ _____

Total Amount Due: \$ _____