

Extended Leave of Absence Request

PLEASE READ CAREFULLY

Please complete this form to hold your current class/lesson time and instructor for absences of more than four weeks

This form must be submitted by the 15th of the month BEFORE the month which your extended absence begins

Full tuition payment is required to hold space in group classes

50% tuition is required to hold private lesson time/instructor

Classes missed during extended leave of absence cannot be made up

STUDENT NAME

CLASS/LESSON

DAY + TIME

INSTRUCTOR

LEAVE DATES

REASON FOR LEAVE

CONTACT INFO DURING LEAVE OF ABSENCE:

ADDRESS

PHONE

EMAIL

YOUR NAME

SIGNATURE

DATE

TOTAL RESERVATION FEE



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