



# NORTH COUNTY DANCEARTS, INC.

## NOTICE OF TERMINATION OF SINGLE CLASS

Date \_\_\_\_\_

I am writing to inform you of a change with regard to my NCDA enrollment status regarding NCDA Student  
(Student Name) \_\_\_\_\_.

I hereby notify you of the **termination of instruction** for the above referenced student for the class(es) \_\_\_\_\_  
The reason for termination is

\_\_\_\_\_  
\_\_\_\_\_

I understand that I need to remit 30 days notice (based on receipt of notice by NCDA) prior to the next scheduled transaction occurring on the 28<sup>th</sup> of the month and on or before April 3<sup>rd</sup> in any calendar year to avoid terminating in the last quarter of the NCDA school year. I understand that I am obligated to any and all charges that occur during the 30 day notice period and I also understand that if I am terminating in the last quarter of the NCDA school year (May, June, July) I am responsible for the balance due on my annual contract.

Thank you for your prompt attention to this request.

Student Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_  
(Printed Name)

Responsible Party: \_\_\_\_\_  
(Signature)

-----DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY-----

Date of Last Transaction:

DATE STAMP RECEIVED

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