

# CLASS CANCELLATION CARD

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

**ALL CARDS MUST BE SIGNED\*. CARDS WITHOUT A SIGNATURE WILL BE RETURNED.**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  Check here if new address CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
DROP CLASS \_\_\_\_\_ NUMBER \_\_\_\_\_ DATES \_\_\_\_\_  
\_\_\_\_\_

**Non-550 Students please check applicable box(es)**

- Refund my deposit / tuition       Keep my deposit / tuition on account       Take drop fee from deposit  
 Transfer my deposit / tuition to another class: \_\_\_\_\_

**550 Students indicate form of payment**

- Check       Cash       VISA/MasterCard

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**\*Signature: I authorize the removal of my enrollment and approve any applicable credit charges.** X \_\_\_\_\_

OFFICE USE ONLY:

Rcvd	Fees	Acct	Comp
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## IPSB Cancellation Policies

Submission of this card will officially cancel your registration for the class indicated on the reverse.

- **Timely cancellation, at least 7 days prior to the class start date, carries an administrative fee of \$5.**
- **Late cancellation, less than 7 days before the class start date, carries a fee of \$50. This applies to both 550 and Non 550 students.**
- 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 cancellation 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.
- Refunds take an average of 30 days for processing.
- **ALL FEES ARE DUE AT TIME OF CANCELLATION. Turn in applicable fees with this card.**
- To withdraw from a class already in session, student must submit a written notice of withdrawal. **Cancellation cards do not apply once the class has begun.**