



# Drop Request Form

## Family Information / Parent / Guardian / Billing Contact

Parent/Guardian First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

## Participant Information

1st Participant Name: \_\_\_\_\_ Class Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

2nd Participant Name: \_\_\_\_\_ Class Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

3rd Participant Name: \_\_\_\_\_ Class Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Reason for dropping class: \_\_\_\_\_

*If extra space is needed please use back side of this form. If you are satisfied please tell others. If you are not satisfied please tell us.*

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

*I understand that once this document is submitted to the Young's Gymnastics & Cheerleading, Inc. Business Office your class drop request goes into effect immediately. If you drop a class mid month you will not receive credits and/ or refunds for the remaining classes in the current month. You may wish to complete the remaining classes in the current month and turn in your drop request after the last class of the month. If I decide to cancel a class before it begins I understand that **Young's Gymnastics & Cheerleading, Inc. does not issue cash refunds.***

### TUITION PAYMENT, ENROLLMENT AND BILLING INFORMATION

I understand if the above named person is enrolled in a program that has reoccurring monthly tuition I am continuously enrolled in the program and I will incur reoccurring monthly tuition charges on my account until I submit a Young's Gymnastics & Cheerleading, Inc. drop request form. This document may be obtained from the Young's Gymnastics & Cheerleading, Inc. Office or downloaded from our website [www.youngsgym.com](http://www.youngsgym.com). If I am dropping a class (with reoccurring monthly tuition) it must be done on or before the last day of the month. If I drop a class after the month begins I will not receive credits and/or refunds for the remaining classes in the current month. From the date of registration forward my entire account balance shall be due the 1st of each month. I understand this only applies to programs that have reoccurring monthly tuition. Fees for other products and/or services shall be paid for at the time of purchase and/or registration. If my payment is not received on or before the due date, Young's Gymnastics & Cheerleading, Inc. will initiate electronic payments for any balances due on my account PLUS an administrative late fee of \$25.00. Payments will be processed with the payment method/information I have chosen on the registration form that is kept on-file with Young's Gymnastics & Cheerleading, Inc. If provided, an e-mail notification will be sent any time a payment is processed. I acknowledge that this authorization will remain in effect until I notify the Young's Gymnastics & Cheerleading, Inc. Business Office in writing that the authorization should be terminated. If for whatever reason, payments cannot be processed and my account balance remains overdue, I understand that my enrollment in classes will be cancelled. I will be responsible for all costs incurred for collection of any delinquent payments, including but not limited to collection/ attorney fees/ court costs. I understand that monthly payment amounts may vary as classes are added or dropped and as other charges/payments are applied to my account. A \$25.00 late/insufficient funds fee will be charged for all un-paid accounts monthly. New and updated billing, address and telephone information is the responsibility of the member, and not the responsibility of Young's Gymnastics & Cheerleading, Inc. to notify the member of expired/declined credit cards. All overdue accounts, including cancelled accounts, will be charged \$25.00 late fee each month until the account is paid in full or arrangements are made for payment. Young's Gymnastics & Cheerleading, Inc. reserves the right to modify the terms of this agreement with written notice.

You may submit your completed form using one of the following methods:

- Drop the completed form in the drop box at our front desk or simply hand it to the office manager if present.
- Email the completed form to [office@youngsgym.com](mailto:office@youngsgym.com)