



Withdrawal Policy

Students enrolled in a Performance Academy class or camp can withdraw by following the Withdrawal Policy stated below. A **Request to Withdraw** form must be completed to initiate the withdrawal process in all cases. This form can be downloaded at <http://www.theproject.org>.

Students who withdraw can choose to defer the tuition paid on account for a future session by making arrangements with the Performance Academy. To initiate this option, send an email to Mark W. Smith at performanceacademy@theproject.org. Deferrals will only remain on account for one Performance Academy program year. If the student does not use the deferred tuition within that time period, the refund will be waived.

Students who withdraw from a class or camp prior to the first session and do not choose the deferral arrangement stated above will be refunded the full amount less a \$25 processing fee. The manner in which the tuition was paid will be the same manner in which the refund will be processed.

No refunds will be issued after the class or camp has begun.

All outstanding balances on account must be paid in full for the student to be eligible to register for subsequent sessions.



REQUEST TO WITHDRAW FORM

Date: _____

Student name: _____

Parent name: _____

Mailing address:

Phone number: _____

Alternate contact number: _____

Method of payment: (Credit card, check, cash, PayPal, etc.) _____

Class/camp name: _____

Tuition Deferral? (Yes/No): _____

Reason for withdrawal:

Signature: _____

Note: Submission of this form via email qualifies as signature.