



# 2017–2018 CLASS TRANSFER FORM

Please submit this form to COCA by mail, ATTN: Registration Office, or in person at the Registration Office.

After the start of classes, all transfers must include the signature of the new class instructor in order to be processed. COCA's Registration Office will contact you regarding payment if you are transferring to a class with different tuition.

Student Name (Please print legibly.)

Current Class Name/Code Current Class Date/Time

New Class Name/Code New Class Date/Time

New Class Instructor Name New Class Instructor Signature (Required after the first 3 weeks of class)

Student Signature (Parent/Guardian signature for students ages 17 and under) Date

# 2017–2018 CLASS WITHDRAWAL FORM

Please submit this form to COCA by mail, ATTN: Registration Office, or in person at the Registration Office.

**Registration fees are non-refundable.** Refunds/Credits (less \$25 withdrawal fee per class/camp) will be given for withdrawals submitted by the deadline listed in the COCA program guide. After this deadline, refunds/credits will only be given for documented medical reasons on physician's letterhead. COCA cannot provide refunds or credits for individual days of class/camp missed by students due to illness, personal schedule conflicts or other reasons.

**There are no exceptions to this policy.**

Class withdrawals must be submitted within one (1) week of the injury or illness in order to be processed. Camp withdrawals must be submitted prior to the first day of your child's camp in order to be processed.

Student Name (Please print legibly.)

Withdrawal Class Name/Code Withdrawal Class Date/Time

Reason for Withdrawal

Student Signature (Parent/Guardian signature for students ages 17 and under) Date

### REGISTRATION OFFICE USE ONLY:

Date Received Received By Date Processed Processed By