



# CLASS TRANSFER FORM

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

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

# 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