

Withdrawal Policy – Class Session

Students enrolled for a OASIS ARTS session can withdraw by following the Withdrawal Policy stated below. A **Request to Withdraw** form must be completed to initiate the withdrawal process in all circumstances.

This form can be found at www.oasisarts.org or by contacting the Director.

- Students can choose to accept a **tuition voucher for the next session** with a face value of their original tuition payment. If the student does not use the voucher for the next session, the voucher expires. In certain cases, the expiration date may be extended. Call the office to ask for an extension to be approved.
- Students that withdraw prior to the session beginning and do not choose the deferral arrangement stated above will be refunded the tuition already paid on account less a **\$25 processing fee**. Refunds may be in the form of a check or charge card credit, depending on the original payment.
- Students who choose to withdraw after the session has begun will be refunded only if the student **has not auditioned for a production and the request is made no later than 24 hours after the second class date**.
- There are **no refunds for Summer Camp**.
- All outstanding balances on account must be paid in full for the student to be eligible to register for subsequent sessions.

Withdrawal Policy – Production

If a student must withdraw from a production for any reason, we request that they **notify the Area Coordinator in the first 48 hours after the cast list is posted**. After that time, the following process must be adhered to and **any production fees already collected will not be refunded**.

- Cast member's parent must complete the **Request to Withdraw** form found at www.oasisarts.org or obtained from the Director.
- Director notifies Artistic Team members of the student's request to withdraw. Communications must be made via e-mail for audit trail purposes.
- The student's history summary online will reflect the show as a drop.

All invoices must be paid in full for a student to be considered eligible to register for future OASIS ARTS sessions.



Request to Withdraw Form

Date: _____

Student Name: _____

Parent Name: _____

Mailing Address: _____

Phone Number: _____

Alternate Contact Number: _____

Original method of payment (credit card, check, cash Oasis Arts bucks): _____

County/Area of enrollment and session: _____

Class Name: _____

Production Name: _____

Tuition Voucher (Yes/No): _____

Refund less \$25 processing fee (Yes/No): _____

Reason for Withdrawal: _____