



## SCHEDULE CHANGE REQUEST FORM 2019-2020

**Completed forms should be submitted to the Academy Administrative Office.** Schedule Change Request Forms may not be submitted after January 15.

### SCHEDULE CHANGE POLICY

The Otto M. Budig Academy does its best to work with families to honor schedule change requests pending class availability and enrollment capacity. The sooner we are aware of your request the better able we are to offer some degree of flexibility, as classes can fill quickly during the early part of the school year.

**Schedule change requests must be submitted via this form to the Academy Administrative Office.** Academy teachers are not permitted to grant schedule change requests. Switching classes without notifying the Administrative Office may result in ineligibility to perform in Spring Production and/or removal from the class, especially if the class size exceeds maximum limit. No refunds or tuition adjustments are available in such a circumstance.

Please note, students must continue in the class(es) for which they are registered until they receive confirmation of approved schedule changes from the Academy Administrative Office.

### SCHEDULE CHANGE REQUEST

**Student Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Class Level:** \_\_\_\_\_

**Current Class Day:** \_\_\_\_\_ **Current Class Time:** \_\_\_\_\_

**Requested Class Day:** \_\_\_\_\_ **Requested Class Time:** \_\_\_\_\_

**Reason for Change Request:** \_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Please complete and return this form to:  
**Cincinnati Ballet Otto M. Budig Academy**  
**Attn: Registrar**  
**1555 Central Parkway**  
**Cincinnati, OH 45214**  
**cbacademy@cballet.org**