

NORTH FLORIDA GYMNASTICS & CHEERLEADING WITHDRAWAL FORM

Participant Name _____

Parent/Guardian Name _____

Primary Phone _____ Primary Email _____

PARENT TOT PRESCHOOL GIRLS BOYS TEAM
KIDS KLUB CHEERLEADING TUMBLING HOMESCHOOL OTHER
 1st Class Day/Time _____ 2nd Class Day/Time _____

Participants Last Class Date ____ / ____ / 20 ____ **Account Balance \$** _____

NFGC strives for excellence and your satisfaction is important to us! To better serve you, please let us know why you are withdrawing from the NFGC program at this time. Thank you for your time!

CUSTOMER SURVEY (CIRCLE NUMBER)	NEEDS WORK	OK	GOOD	GREAT	EXCELLENT
Customer Service	1	2	3	4	5
Quality of Classes	1	2	3	4	5
Times of Classes	1	2	3	4	5
Enjoyment of Classes	1	2	3	4	5
Facility Cleaniness	1	2	3	4	5
Professionalism of Staff	1	2	3	4	5

By signing below, I authorize North Florida Gymnastics and Cheerleading (NFGC), to remove the above participant from the programs listed above and to discontinue monthly or weekly tuition charges as of the date listed above. NFGC has a 30 day written withdrawal policy. This means the NFGC office **MUST** receive this withdrawal notice by the last day of the month prior to the month of withdrawal. This is **NFGC's NOTICE OF WITHDRAWAL** policy as stated in your membership agreement. NFGC does not give refunds or credits for classes not attended. Please note that all class changes and / or withdrawals must be made with and confirmed by the office. This policy enables a more efficient billing process and manageability of accurate class enrollment. If a written withdrawal notice has not been received and confirmed by the office, you will continue to be billed until notice is received. **VERBAL WITHDRAWALS ARE NOT ACCEPTED.** If you attend any class during our calendar month, you are responsible for the full month's fees. (Please note the difference in our calendar months.) Collection services will be used if fees are not paid in a timely manner.

THIS COMPLETED FORM MAY BE SUBMITTED USING ONE OF THE FOLLOWING METHODS:
 Hand into a front desk staff member. Scan and email to info@NFGymCheer.com. FAX to (904) 221-6036.
 Withdrawals are not complete until you have received a written confirmation from the NFGC office.

INITIAL _____ I understand that ALL make-ups must be utilized prior to my child's last day of class that is listed above. Any make-ups not utilized by this date will be forfeited, as make-ups are not able to be scheduled when not actively enrolled in the program.

PARENT/ GUARDIAN / ADULT PARTICIPANT SIGNATURE

DATE SIGNED

NFGC AUTHORIZED STAFF SIGNATURE

DATE RECEIVED

INITIAL _____ I, the undersigned, acknowledge that I have received a signed confirmation copy of this withdrawal form from a NFGC Authorized Staff Member and will abide by it's policies and procedures. **(Do not initial until you have received your confirmation copy of this form).**

OFFICE USE ONLY: Computer _____ Roll Sheet _____ Automatic Debit _____ Ledger _____
 Date Completed _____ Employee Initial _____ Copy Received _____