KEYS DROP FORM 2026-27

Use this form to drop classes from September to April.

You can NOT drop a class yourself on the KEYS website.

- ***All drops result in forfeiture of the Good Faith Payment.***
- Beginning June 9, you will incur a **$20 drop fee.**

Summer (June-August):

- You may EMAIL your drop request to administration@keysofva.org from June to August, and you will be invoiced for the $20 drop fee. Drop forms may also be turned in to the office on Tuesdays between 10-2 in June and August. The office will be closed in July.
- The deadline to drop a class without incurring a bill for September tuition is ***Tuesday, August 11***.

September-April: The effective date of the drop is the date the completed form is **received** by the KEYS Office *with the teacher's signature and drop fee*. The entire month's tuition is still due for the month the class is dropped. ***Classes must be dropped before the 1st of the month, or you will be charged that month's tuition.***

STUDENT NAME: _____

CLASS TITLE: _____

Drop Fee Submitted ($20): _____ *(fee may be paid by cash, check, or card)*

EFFECTIVE DATE (if later than date submitted): _____

REASON FOR DROP: _____

_____

PARENT SIGNATURE: _____

TEACHER'S SIGNATURE: _____
(required to drop a class after classes begin in September)

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE:_____ MONTHLY TUITION: _____

Quickbooks		**Website**		**Canvas**	
	Change recurring transaction (monthly invoice)		Check waiting list		Remove from class and notify teacher
	Journal-surrender May tuition (GFP)		Delete class from student account	**Other**	
	Adjust current month invoice		Make class zero seats if registration is closed or if there is a waiting list		Record teacher pay adjustment
	Was this their only class? If yes, check zero balance If no, make inactive		Add new student if there is a waiting list		Were they in a MOST Ensemble?
	Invoice drop fee		Was this their only class? If yes, make inactive		
	Record drop fee payment				