



College-Conservatory of Music
Preparatory & Community Engagement
University of Cincinnati
PO Box 210236
Cincinnati, OH 45221-0236
Phone (513) 556-2595
Fax (513) 556-1972
Web ccm.uc.edu/prep

Change of Enrollment Form
2019-20

Parent Name Student Name

Phone Email

Withdrawing from

Instructor Number of classes/lessons completed

Date of last class/lesson attended

Select all that apply:

Change # of lessons from to Change of length of lessons from to

Withdrawal as of: Other Refund requested

Provide reason for change (attach documentation to this form if needed):

Signature Date

Withdrawal Policy: To withdraw from any program, the teacher must be notified of the intent to withdraw from CCM Preparatory and Community Engagement programs and a withdrawal request must be made in writing and approved by the Assistant Dean.

Notice of Nondiscrimination - http://www.uc.edu/about/policies/non-discrimination.html

For Office Use Only

Date received Invoice status

Instructor confirmation/comments

Assistant Dean Approval Date

Processed by Date