Reschedule Form Determination of Rescheduling Fees and/or Re-Take Fees

The student made contact by emailing info@soapmakingstudio.com or telephoning +1 (619) 668-1435.



The student did NOT make contact to cancel and did not attend class.

The student emailed or called **5 or more days** prior to the class.

The student emailed or called **4 or fewer** days prior to the class.

Student pays a **\$20** rescheduling fee to attend the same class at a later date. If class or materials fees have increased, the student must also pay the difference.

Student pays a **\$30 rescheduling fee** to attend the same class at a later date. If class or materials fees have increased, the student must also pay the difference.

"No Call, No Show"

Must complete Step 1 and Step 2 within 30 days of missing the class. If originally registered to attend in person, then pay the re-take fee and attend in person. If originally registered to attend online, then re-pay the online fee and attend online. If class or materials fees have increased, the student must also pay the difference.

© Soapmaking Studio, 7301 Mount Vernon St, Lemon Grove, CA 91945 https://www.SoapmakingStudio.com/registration/reschedule-form.pdf

Step 1: Contact the Soapmaking Studio by emailing info@soapmakingstudio.com or telephoning +1 (619) 668-1435.

Step 2: Pay the class re-take fee or re-pay online fee.

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☐ Reschedule to Attend in Person or Attend Online	
☐ Reschedule fee (canceled ≥ 5 days) \$	
☐ Reschedule fee (canceled ≤ 4 days) \$	
□ "No Call, No Show"	This space is only for
To Attend in Person Pay Re-Take Fee	Soapmaking Studio use.
☐ Re-take fee (varies by class) \$	
To Attend Online Re-Pay Online Fee	
☐ Re-pay online fee \$	
☐ Class Fee or Materials Fee Increased, Pay the Diffe	rence
☐ Fees increase since original registration \$	
Student:	
Cancelation Contact Date:	
Method of Contact: ☐ Text message ☐ ☐ ☐ In pe	erson
Name/Number of Class:	
Total Due: \$ ☐ Attend in person ☐ A	Attend online