
STUDENT RECITAL CANCELLATION

Name: Trojan, Tommy USC ID: 1234-56-7890
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Recital Date: 10/01/2016 Rehearsal Date: 9/30/16
Time: 7:30pm Time: 6:00pm
Location: JMH

Reason for cancellation:

- Private Instructor Conflict Need More Preparation
 Injury or Health Issue Conflict With Collaborators
 Other (please specify): _____
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- Submitting this form will cancel your recital and recital rehearsal reservations.
- If you are canceling within 2 weeks of your recital, a **\$100 late cancellation fee will be charged to your USC student fee bill.**
- In order to reserve another date you must submit a new Student Recital Request form.
- If you intend to switch recital timeslots, please use a **Student Recital Exchange Request** form instead.

Office Use:

EMS updated (date): _____ Email Dean of Faculty: _____
Deposit charged (y/n): _____ Email Student Affairs: _____
E-mail Student: _____ Email Marketing: _____

Time Stamp (date, time):