



Date _____

2008-2009 REQUEST FOR CANCELLATION OF RECITAL

Cancellation Policy

The following are considered legitimate reasons for cancellation:

- 1) Injury or illness (physician's note required)
- 2) Family emergency
- 3) 'Act of God' (weather catastrophes, travel emergencies)

The following are *not* legitimate reasons for cancellation:

- 1) Repertoire not ready for performance
- 2) Schedule conflicts; this includes conflicts with outside engagements or unforeseen conflicts with a faculty member's schedule
- 3) Problems with assisting artists

If you cancel a Kilbourn Hall recital without a legitimate reason, you will not be allowed to schedule in Kilbourn Hall for the remainder of the current semester and for the entire semester following the cancellation.

I have read the paragraph above regarding recital cancellations.

Student's signature: _____ Student's name (print) _____

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I request that my recital in (name of hall) _____ at (time) _____

on (date) _____ be cancelled for the following reason:

This is a non-degree degree recital.

Approval

Teacher's name (print): _____ Teacher's signature: _____

Your recital is not cancelled until this form is completed and returned to the Concert Office and is approved by the Director of Concert Operations.

Director of Concert Operations - signature