



TODAY'S DATE _____

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 or Hatch Recital Hall recital without a legitimate reason, you will not be allowed to reschedule in Kilbourn Hall or Hatch Recital 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) _____

Degree: BM MM DMA Instrument: _____

I request that my recital in (name of hall) _____ at (time) _____
on (date) _____ be cancelled for the following reason:

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 Activities and the Senior Associate Dean of Academic and Student Affairs (BM) / Senior Associate Dean of Graduate Studies (MM, DMA).

Director of Concert Activities – signature & date

Senior Associate Dean of Academic and Student Affairs /
Senior Associate Dean of Graduate Studies – signature & date