Teacher: _____
Type: _____

(Group or Individual)

Student(s): _____

Hours authorized: _____ **Date hours expire:** _____ *(if applicable)*

Date	Hours Taught	Hours Remaining	Student Signature	Teacher Signature	Late Cancel?

IOR Cancellation Policy:

- Students must phone their teacher at least 24 hours before the time of the lessons.
- If the student does not phone their teacher at least 24 hours before the lesson, we will subtract the hours scheduled from their account.