



# Bilkent University

## Department of Music

### RECITAL CANCELLATION OR CHANGE OF DATE

This form must be submitted to the Music Department Office (307) Scheduling no less than 2 weeks before the scheduled recital.

Name: \_\_\_\_\_

Bilkent ID \_\_\_\_\_

Original Date of Recital: \_\_\_\_\_

I would like to

Change the date

Cancel the Recital

Date Changed to: \_\_\_\_\_

Explanation for Change or Cancellation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: Only one cancellation/reschedule or date change is permitted per semester. Once this has occurred, you will have to wait until the next semester to have your recital. A medical emergency is the only exception. In this case you need to bring an official medical report.**

#### OFFICIAL USE ONLY

APPROVAL: The student is approved to either cancel or change the date of the recital.

\_\_\_\_\_  
Principle Instructor (name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator (name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair (name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date