

City of Tustin Parks and Recreation Department
Instructor Changes/Cancellation Form



As an independent contractor, you are responsible for making changes or cancelling classes at least **four (4) business days** before the starting date.

Any changes must be submitted in written request to the Parks and Recreation Department by completing this form and emailing it to front desk staff, fax (714) 838-4779, or email contractclasses@tustinca.org.

Once your form is received, we will contact you to let you know if your request has been processed. Please note that it is your sole responsibility to notify students of any cancellations or changes. Class refunds are not automatically issued, so you must also inform students that if they require a refund they will need to call the Parks and Recreation Department. For questions, contact the office at (714) 573-3326.

Instructor Information	
Name:	
Address:	
Best Contact Number:	Email Address:

Class Information

Name of Class:	Barcode:		
Number of Classes:	Time of class:	Start Date:	End Date:
Min. # of Students:	Current # of Students:		
Changes to be made:	Cancel Course:		
Reasons:			

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