

NOTICE OF INTENT TO WITHDRAW FROM INSTRUMENTAL LESSONS

This form **must** be completed and returned to the Music Office no later than **three weeks** prior to the end of each semester or fees will be automatically charged to your account.



Today's Date: _____

Student Name: _____ Current Year Level: _____

Tutor Name: _____

Tutor Signature: _____

(Intent to withdraw must be communicated to Tutor and signed above before submission)

Parent Name: _____

Lessons to cease **at end of**
(No mid-semester withdrawal.)

CHECKLIST FOR WITHDRAWAL

- ☐ I have returned the hired instrument (if applicable).
- ☐ I have submitted this withdrawal form with adequate notice
(three weeks prior to end of semester).
- ☐ I am aware that if withdrawing mid-semester I *will not* receive a refund for fees charged.
- ☐ I am aware that students are not permitted to change tutors mid-semester.
- ☐ I am aware that lessons **are not** transferrable between students (eg. siblings).

OFFICE USE ONLY

Date Received: _____ Music Administration _____

Entered on MAZE: _____

Tutor notified (date): _____ Accounts adjusted (date): _____

*Please return to the Music Office or
email music@johnxxiii.edu.au*

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