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 Signature: _______________________________________

Lessons to cease at end of SEMESTER 1 / SEMESTER 2 (please circle)
(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 Secretary: ____________________

Entered on MAZE: __________________________________________________________________

Tutor notified (date): _______________ Accounts adjusted (date): _________________

Please return to the Music Office