



## PRIVATE LESSON AND CLASS WITHDRAWAL FORM

### *Cancellation of All Lessons and Refunds*

If the student withdraws anytime between the day of the first lesson and the end of the sixth week of the semester, they will be billed for the lessons and/or instrument rental from the time of enrollment. There are no refunds after the 6th week of the semester. Students will be charged and responsible for the full semester tuition and any applicable fees.

*Summer Session:* Withdrawals between the day of the first class/lesson and the end of the 2nd week of the session will be billed for the lessons from the time of enrollment. There are no refunds after the 2nd week of the summer session.

*Group instruction:* Tuition for group classes is not refundable unless classes are cancelled due to insufficient enrollment.

**Date Submitted:** \_\_\_\_\_ **Lesson/Class:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Have you spoke with your teacher about withdrawing?**      **Yes**      **No**

*If you are responding no, we request that you first speak with your teacher before submitting this form so that they can be a part of the conversation.*

**Length of Lesson:** \_\_\_\_\_

**Reason for Withdrawal:** \_\_\_\_\_

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

**Adult Student/Parent's Name:** \_\_\_\_\_

**Adult Student/Parent's Signature:** \_\_\_\_\_

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**(OFFICE USE ONLY)**

Date: \_\_\_\_\_

# of lessons to be charged for: \_\_\_\_\_ x rate \_\_\_\_\_ = \_\_\_\_\_

Fees not to be returned: (registration fee, convenience fee) \_\_\_\_\_

Subtract: Amount Paid (\_\_\_\_\_)

Total to be Refunded/Collected \_\_\_\_\_

Check:  Credit Card:  Cash:

Done by: \_\_\_\_\_

Copies to: Parent/Instructor