

Leave of Absence | Withdrawal Form

We require 4 weeks written notice prior to last lesson date.

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| Student Name | Today's Date |
| Instrument & Instructor | Current lesson date and time |
| Please Check One | <input type="checkbox"/> Leave of Absence <p>During the school year (Sept-June), pause your schedule and tuition while reserving your lesson time with your instructor for up to 3 weeks. A non-refundable fee of \$190 will be charged to your card on file at the submission of this form, with \$150 applied towards tuition when lessons resume. For students pausing 4 or 5 weeks, the non-refundable fee is \$220, with \$150 applied towards tuition when lessons resume.</p> <p>Last Lesson date: _____</p> <p>Starting date: _____</p> |
| | <input type="checkbox"/> Withdrawal <p>To withdraw from lessons, 4 weeks written notice prior to students' last lesson date is required. Student remains enrolled through the end of four weeks, after which past make ups are forfeited, the lesson time in the instructor's schedule will not be held, and monthly tuition charges will be disabled. During the withdrawal period there are no make ups for same day cancellations.</p> <p>Reason for Withdrawal: _____</p> <p>Last lesson date: _____</p> |
| Signature of Student (or parent, if student is under the age of 18) X _____ | |
| Office use only: Date received: _____ Date of last lesson: _____ Deposit Charged _____ | |