



# School of Music

## Summer Leave of Absence

We require 4 weeks written notice prior to the start of the leave of absence.

|   |  |                              |  |
|---|--|------------------------------|--|
| Student Name  |  | Today's Date                 |  |
| Instrument & Instructor   |  | Current lesson date and time |  |
| Please Check One  | <input type="checkbox"/> Consecutive leave of Absence<br><br>During Summer Months Only: Pause your schedule and tuition while reserving your lesson time with your instructor. For students pausing up to 8 weeks, a non-refundable fee \$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 9 or 10 weeks, the non-refundable fee is \$220, with \$150 applied towards tuition when lessons resume.<br><br>Last Lesson date:<br><br>Starting date: |                              |  |
|   | <input type="checkbox"/> Prorated Summer Schedule (for students interested in continuing summer lessons with a varying vacation schedule)<br><br>During July & August only: To make scheduling easier for families traveling during the summer, list the dates you'll be away below to adjust your schedule and prorate tuition for up to five weeks off. Please note a non-refundable processing fee of \$40 will be charged to your card on file at the submission of this form.<br><br>List the Off Dates Here:                                     |                              |  |
| 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 _____ |  |                              |  |