



# Cancellation of Enrolment 2023

## Instrumental Music Tuition

Students may withdraw from the program at the end of any term but must give the tutor and the Director of Performing Arts **written notice by the below dates** via a completed Cancellation of Enrollment form. **A student withdrawing during the school term shall forfeit all remaining fees.**

Tuition shall cease at the end of each term provided the Director of Performing Arts receives this form by:

- ❖ **FRIDAY 24th MARCH** for withdrawal at the end of Term 1, 2023.
- ❖ **FRIDAY 9th JUNE** for withdrawal at the end of Term 2, 2023.
- ❖ **FRIDAY 1st SEPTEMBER** for withdrawal at the end of Term 3, 2023.
- ❖ **FRIDAY 1st DECEMBER** for withdrawal at the end of Term 1, 2023.

Name: ..... PC Group: .....

### STEP 1 Cancellation of tuition

I wish to cancel my child's instrumental music tuition at the end of this term. I have given five weeks' notice and understand that lessons will continue until the end of the term in which I have requested the cancellation.

Instrument: ..... Tutor: .....

### STEP 2 Feedback

To help us continually improve our instrumental and ensemble program we would appreciate your feedback on your experience and reasons for leaving. What best describes your reason for leaving?

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### STEP 3 Signatures

.....  
PARENT/GUARDIAN SIGNATURE

.....  
DATE

#### OFFICE USE ONLY

- |  |   |
|--|---|
| <input type="checkbox"/> Terminated in Grand Central | <input type="checkbox"/> Tutor Notified           |
| <input type="checkbox"/> Removed from Timetable      | <input type="checkbox"/> Parent/Guardian Notified |
| <input type="checkbox"/> Roll Marking Updated        | <input type="checkbox"/> Hire Instrument Returned |