

LESSON WITHDRAWAL REQUEST

IMPORTANT: To discontinue lessons and stop future billing, a completed Withdrawal Request form must be submitted **by the 15th of the student's final month of lessons**. If the form is submitted after the 15th, the following month becomes the student's final month of enrollment and full tuition for that month remains due.

Final-month tuition: Tuition is not prorated for the final month. The student is responsible for the full month's tuition regardless of attendance.

Make-up credits: Upon submission of this Withdrawal Request, any unused make-up credits may be scheduled and redeemed **through the end of the student's final month of enrollment. All remaining make-up credits will expire at the end of the final month and will be forfeited.** Make-up credits have no cash value and cannot be applied toward final-month tuition or an outstanding balance.

Existing charges: Submitting this request does not cancel or waive tuition or other charges that have already become due under the Academy's Policies & Procedures.

Returning students: If the student later returns, a new registration is required. The student's previous instructor, lesson day, and lesson time cannot be guaranteed and will be subject to availability.

WITHDRAWAL ACKNOWLEDGMENT

By signing and submitting this form, I acknowledge that I have read and understand the Rhythm & Grooves Music Academy Policies & Procedures. I understand the withdrawal deadline and my responsibility for all tuition due through the student's final month. I also understand that unused make-up may be used only through the end of the student's final month of enrollment, subject to Academy availability, and that any credits remaining after that month will expire and be forfeited. I authorize Rhythm & Grooves Music Academy to discontinue the student's recurring enrollment and future billing after all obligations for the final month have been satisfied.

Student Name(s): _____

Parent/Guardian Name: _____

Last Lesson Attending: _____

Reason for Withdrawal: _____

Signature: _____ Date: _____

Submit completed form:

Email to info@rhythmandgroovesmusic.com or return it in person to Rhythm & Grooves Music Academy.

For office use:

Date received: _____ Received by: _____ Final billing month: _____