

“WE WILL MISS YOU”

If you cannot continue lessons at Lakewood Conservatory of Fine Arts, **“WE WILL MISS YOU.”**

Please complete and sign this form as notification of your withdrawal from the School. As stated in our Student Welcome Packet, we do not have a long term commitments. A 30-day WRITTEN notice is REQUIRED from the 1st of the month if you choose to stop lessons. **PLEASE KEEP A COPY FOR YOUR OWN RECORDS!** To release your lesson time and suspend monthly tuition charges, follow the steps below.

- ONE FULL MONTH NOTICE from the 1st day of the month in writing is required
- Submit your completed form to the office in person; or email to ewak@LakewoodConservatory.com, then call to confirm receipt (214-843-2060).
- Forms received on the 2nd day of the month will be accepted on the following 1st of the month.
- Tuition payments are non-refundable and non-transferable.
- If one full month notice is not provided, tuition and fees for the entire month are still due and payable.
- Last day to withdraw from the current lesson year is May 1st.
- If you pre-registered for Fall and did not start classes, the first tuition payment will still be invoiced.
- Withdrawals by phone and NOT accepted.

Today's Date: _____ Student Name: _____

Lesson Day/Time: _____ Primary Teacher: _____

Parent Name: _____ Customer Phone Number: _____

Lesson continue through this date: _____

(This date is the last day of the month, after the next 1st of the month)

Address _____

MISSION OF PARK CITIES SCHOOL OF MUSIC IS TO PROVIDE QUALITY MUSIC EDUCATION TO THE RESIDENTS OF THE PARK CITIES AND GREATER DALLAS AREA! PLEASE GIVE US YOUR COMMENTS ABOUT EXPERIENCE AT OUR SCHOOL TO HELP US REACH OUR GOAL.

Reason for Withdrawing: _____

Comments on your teacher: _____

Comments on the facility: _____

Signature of Parent or Adult Student

Office Member

Date Received by Office Member

Office use only:

Make note on ACCOUNT AND CHARGE FINAL PAYMENT TOTALY

Delete Automatic Payment after final payment charged

Email parent to email on file in MB confirming receipt of form

Private/Group Check out appointments in MB up to Final Lesson Date

Final Lesson Date: _____

Teacher notified by EMAIL

Bookkeeping:

Student Contact Log/Account Closed (Inactive)

Teacher Status Update

Will student attend lessons through final date? []Yes*

***Your spot will be released at the end of your notice; your account will be closed and all final charges will be assessed today.**

Will student attend lessons through final date? []No**

****Your spot will be released immediately and your account will be closed and all the final charges will be assessed today.**