

Withdrawal from the Music Program

This form must be submitted by students who no longer wish to participate in **LESSONS**
AND / OR no longer wish to **HIRE** a school instrument
AND / OR intend withdrawing from their **ENSEMBLE MEMBERSHIP**, at ANY time during the school year.

Please note:

- failure to submit this form under the above conditions and within the time frame below will result in a full term's fees being charged by your child's Instrument Tutor for lessons and/or a full semester's fees for ensemble membership and/or instrument hire by the school
- conditions with regard to withdrawal from lessons, ensemble membership and instrument hire are listed below
- signatures must be sought by the student from the Tutor with regard to lesson and/or hire cessation and/or the Ensemble Director(s) with regard to ensemble membership before the student returns the form to the purple Music Box prior to the end of the school term, in order to avoid additional fees being charged

Discontinuing Lessons

Parents are reminded that they signed a set of conditions which state:

- lessons can only be discontinued at the end of a term. If your child stops lessons before the end of a term, the full term's fees are payable to the Tutor immediately, or, if paid, are not refundable unless make-ups are owed
- you must notify your child's Instrument Tutor a minimum of two full school weeks prior. Failure to give sufficient notice may result in an extra term's fees being charged
- students must be currently receiving weekly lessons to be a member of an instrumental ensemble

Cancelling Instrument Hire

Parents are reminded that they signed a set of conditions which state:

- hire can only be discontinued at the end of a semester. If your child returns a hired instrument before the end of a semester, the full semester's hire fees are payable on invoice, or, if paid, are not refundable
- at the conclusion of the school year, instruments must be returned no later than the day after Presentation Night (or at the end of the previous week for students who won't be playing on Presentation Night) unless hire is being continued into the following year, in which case instruments are kept over the holiday period
- instruments must be returned to your child's Tutor at the conclusion of the final lesson on the instrument (the form must be given to the Tutor to complete and sign, and then placed in the Music Box by the student)
- please note, violin and 'cello students who change sizes of hired instruments should not return this form - there is provision on our hire forms for Tutors to notify us of the return of the smaller size when you complete the new hire form for the larger instrument

Withdrawing from Ensemble Membership

Parents are reminded that they signed a set of terms which state:

- it is a condition of our Program that all students who learn their instrument through our Program, or hire an instrument from our Program, must be members of at least one of our instrument ensembles. Students who cease all instrument ensembles will be excluded from our instrument tuition program
- ensemble membership is by the semester, and a full semester's fees will be payable, no matter at what part of the semester membership is ceased

Leaving the School

Students who are changing schools must also complete this form. Tutors must be given two weeks' notice, Directors must be notified and instruments must be returned prior to leaving.

Y6 students who are leaving at the conclusion of the school year to go to high school the following year, will be issued with a separate form during Term 4.

BRONWYN EDLER
Music Coordinator

Su Hill
Relieving Principal

若有任何疑問或者需要協助填表格者，請打電話給 Mei Lin 0412 636 757 普通話



Withdrawal from the Music Program

ONE form per student, per instrument

This page must be completed by the student's parent and the boxed sections completed by Instrument Tutors and/or Ensemble Directors before the form is submitted by the student/parent, or extra charges may apply.

Student's name: _____ Class: _____

Via this form, my child is (please tick, and then complete, only those sections which are appropriate):

Ceasing Lessons

_____ (name of instrument)

I have notified my child's Tutor, _____ (name of Tutor) in writing of this decision, two weeks or more prior to the end of the current school term.

I understand that tutor fees are payable by the full term and are not refundable.

My child **WILL / WILL NOT** continue learning this instrument from an external tutor (please circle one).

If continuing lessons with an external tutor, and maintaining ensemble membership, please provide the name and contact details of the new tutor: _____

Tutor Only	I received two weeks' notice that this student is leaving and all fees owed to me have been paid. Date of last lesson: _____ Signature of Tutor: _____ Date: _____
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Cancelling Instrument Hire

_____ (name of instrument) _____ (instrument number)

I have notified my child's Tutor, _____ (name of Tutor) in writing of this decision, two weeks or more prior to the end of a school term.

This **IS / IS NOT** (please circle one) because my child now owns his/her own instrument.

I understand that hire fees are payable by the full term, are not refundable and that I must return the instrument to my child's tutor, or Ms Edler, before the end of the current school term.

Tutor or Ms Edler	I have received this student's instrument in good order, prior to the end of the term. Date of return of instrument: _____ Signature of Tutor/Coordinator: _____ Date: _____
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Ensemble Membership Ceasation

Ensemble(s) _____

I have notified my child's Ensemble Director(s), _____ (name of Director(s)) in writing of this decision, two weeks or more prior to the end of the current school term.

Directors Only	I have been notified, with two weeks' notice, that this student is leaving the ensemble named. Date of final ensemble rehearsal attended: _____ Signature of Director: _____ Date: _____
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Parent's signature: _____ Date: _____

If you wish to make any comment, please attach a separate sheet.

Return completed form to purple Music Box prior to the end of term.