(office use only)
Date Recieved: MM/DD/YY (initial) _____

Withdrawal Date: MM/DD/YY (initial) _____
(4-week notice for school year and 12-week enrollment)
(2-week notice for 4 to 11 weeks term)

Bellevue Piano Studio
www.bellevuepianostudio.com

Withdrawal Form

Student Name: _____

Today's Date: MM/DD/YY Last Day: MM/DD/YY

I am terminating: (check one)
☐ School Year Enrollment ☐ 12-Week Enrollment
☐ 4 to 11 Weeks Enrollment ☐ Other Programs

At the end of each session, the teacher reviews every student for the eligibility to continue or to recommend termination. Unless there is enough reason to release the student (eg. poor performance and behavior), it is assumed that the student is eligible to continue for the general school year program.

You may also request for termination as it is a natural process to move onto a new subject of interest, relocate, or transfer to another teacher. This form will guide you to the proper procedure in terminating your lesson with our studio.

General Procedure:

- **School Year Enrollment and 12-Week Enrollment:**
  You must notify the studio and submit this form four weeks in advance before your session expires.

- **4 to 11 Weeks Enrollment and Other Applied Programs:**
  You must notify the studio and submit this form two weeks in advance before your session expires. This will prevent from incurring charges for the next semester. Any incurred charges that have not been paid will be billed to your mailing address.

- Please fill in name, date, and reason for termination.

Refunds:

- 50% Tuition Refund is made for 12-Week Enrollment when you withdraw within first 4 weeks of session.

- 50% Tuition Refund is made for 4-11 Week Enrollment when you withdraw within first 2 weeks of session.

- School Year Tuition made in full will be recalculated as follows:

$$\underset{\text{Amount Paid}}{\$____} - \left(\underset{\text{Regular Rate}}{\$____} \times \underset{\text{Applied Sessions}}{____} \right) = \underset{\text{Refund}}{\$____}$$

- School Year Tuition with installment check will stop shortly after the withdrawal date defined by this 4-week notice.

Reason for Withdrawal:

- ☐ to concentrate on a different area
- ☐ we are moving away in far distance
- ☐ transferring to another teacher
- ☐ lost interest in piano
- ☐ financial problem (you may search for assistance)
- ☐ others (specify) _____

Request for a Reference:

- ☐ I would like to request a reference letter for my transfer
- ☐ I do not need a reference letter

Feedback:

- How was your experience overall? Good ○ ○ Average ○ ○ Bad
- Would you recommend this place to others? *yes* *maybe* *no*
- Please write a review which may be posted on the website. We are also listed on *Yelp*, *Google*, *Facebook* etc. that you may write on your own.

- Please sign, date and bring it to the studio. If you lose this form, you may find and download it from the website.

X _____ MM/DD/YY
Signature Date