

Discontinuing Music Lesson Form

As outlined on the registration form and policy sheet:

DISCONTINUING:

To discontinue lessons, “ **30 days written** notice is required and lessons must be paid to the end of that period.”

Admin staff to complete form for each student while discussing discontinuing lessons:

1. Student’s Name(s): _____
2. Parent(s) Name: _____
3. Today’s Date: _____
4. Teacher’s Name: _____
5. Reason for discontinuing: _____

Optional:

- | | | | | | |
|---|--------|---|---|---|---------|
| 1. Circle the number that best describes your opinion. | Lowest | | | | Highest |
| 2. Please rate your satisfaction with the music instructor: | 1 | 2 | 3 | 4 | 5 |
| 3. Please rate your satisfaction with the administrative staff: | 1 | 2 | 3 | 4 | 5 |
| 4. Please rate your overall experience at Studio Nine | 1 | 2 | 3 | 4 | 5 |

For Desk use only:

Received Date: _____ Last Lesson Date: _____

Post-dated cheques returned or Credit Authorization deleted:	Yes	No
Last Lesson noted on Jackrabbit schedule:	Yes	No
Misc. Tab updated with all information	Yes	No
Teacher e-mailed with Last Lesson Date:	Yes	No

ADMINISTRATOR’S INITIALS _____ MANAGER’S INITIALS _____