



“SAD-TO-SEE-YOU-GO” FORM

If you cannot continue lessons/classes at our School, we will certainly be “SAD-TO-SEE-YOU-GO”. Please complete and sign this form as notification of your withdrawal from the School. As stated in our Student Handbook, we do not have long term commitments, just a 30-day notice from the 1st day of the month. **PLEASE RETAIN A COPY FOR YOUR 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 and will result in a higher per-lesson rate.
- **Submit your completed form to the front desk in person; or email to music@friscoschoolofmusic.com, then call to confirm receipt (214.436.4058).**
- Our Office is always open to help you, even over non-teaching Holiday weeks.
- 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.
- Yearly Membership Fees are non-refundable.
- 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 year is May 1st.
- If you pre-registered for Fall and did not yet start classes, the first tuition payment will still be charged.
- Withdrawals by phone are not accepted.
- Student authorizes FSM/FSPA to charge the payment method on file.
- **This month's tuition payment will be charged TODAY.**
- Additional materials will not be issued to withdrawing students

Today's Date: _____ Student Name: _____

Lesson/Class Day/Time: _____ Primary Teacher: _____

Lesson/Class Series: _____ Parent Phone Number: _____

Lessons/Classes continue through this date: _____ Parent Name: _____
(This date is the last day of the month, after the next 1st of the month)

Address _____

Mark your choice below:

YES* - Student WILL attend lessons through final date

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

NO - Student WILL NOT attend lessons through final date**

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

OUR MISSION IS TO BE THE BEST SCHOOL ON THE PLANET! PLEASE GIVE US YOUR COMMENTS ABOUT YOUR 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 _____



My initials indicate I have received a copy of this form for my records.

Front Desk Team Member

Date Received by Front Desk

Office use only:

- ____ Make note on ACCOUNT AND CHARGE FINAL PAYMENT TODAY
- ____ Delete Automatic Payments 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
- ____ Private: Lesson after Final Lesson date/Modify/Modify Recurring/Notes/Execute
- ____ Group: View Roster/lesson after last lesson date showing/click red "x"
- ____ Final Lesson Date: _____
- ____ Write "(WD)" next to name on make-up
- ____ Teacher notified by EMAIL TO CONTACT DIRECTOR (CANNED RESPONSE)
- ____ Add student to Withdrawal Log
- ____ Mark Account Client Index/Client Status/W/D Year
- ____ Send To CSM for Verification
- ____ Director Contact

Bookkeeping:

- ____ MB Contact Log/Account Closed (Inactive)
- ____ Teacher Stats Update