



# "SAD-TO-SEE-YOU-GO" FORM

If you cannot continue lessons 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 1<sup>st</sup> 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 **1<sup>st</sup> day of the month** **in writing** is required.
- **Submit your completed form to the front desk in person; or email to [music@friscoschoolofmusic.com](mailto: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 2<sup>nd</sup> 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 lesson year is May 1<sup>st</sup>.
- 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 Frisco School of Music 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 Day/Time: \_\_\_\_\_ Primary Teacher: \_\_\_\_\_

Lesson Series: \_\_\_\_\_ Customer Phone Number: \_\_\_\_\_

**Lessons continue through this date:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_  
(This date is the last day of the month, after the next 1<sup>st</sup> of the month)

Address \_\_\_\_\_

**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 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
- \_\_\_\_ Add student to Withdrawal Log
- \_\_\_\_ Mark Account Client Index/Client Status/W/D Year
- \_\_\_\_ Send To Anchor for Verification
- \_\_\_\_ Teacher EMAILED CD
- \_\_\_\_ Director Contact

**Bookkeeping:**

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