



SAD-TO-SEE-YOU-GO FORM

If you cannot continue lessons at our Academy we will certainly be “SAD-TO-SEE-YOU-GO”.

Please complete and sign this form as notification of your withdrawal from **Moscow Music Academy**. As stated in our policies, and to suspend tuition charges, ADVANCE NOTICE from the 15th day of the month in writing is required, even if the 15th of the month is a School Holiday. Forms received on the 16th day of the month will be accepted on the following 15th of the month. Tuition payments are non-refundable and non-transferable. If fifteen days notice is not provided, the fees and outstanding tuition (including tuition fees for the entire month) are still due and payable. Withdrawals by phone are not accepted. Faxing and email are not a reliable way to insure receipt of your form and it is the student's responsibility to ensure that **MMA** is in receipt of their withdrawal paperwork on the 15th of the month (call our office to confirm receipt of your paperwork). Student/Parent authorizes **Moscow Music Academy** to charge the debit/credit card or checking account on file for all other outstanding fees. This month's tuition payment will be charged \$_____.

Today's Date _____ Student Name _____

Lesson Day/Time _____ Primary Teacher _____

Lessons continue through this date: (15 days from the first of the month required) _____

Parent/Guardian Name _____ Phone Number _____

Address _____

Will student attend lessons through final date? Yes No

****Your lesson time will be released, account will be deactivated and all final charges will be assessed today, or, if you have other family members taking lessons, your account will be adjusted to reflect the new monthly amount.****

WE STRIVE TO BE THE BEST MUSIC SCHOOL ON THE PLANET! PLEASE LET US KNOW 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 record

Director Signature

Office use only:

Make note on forte _____
 Change End Time on forte _____
 Final Lesson Date _____
 Final Date on Excel schedule _____
 Remove paperwork from binder _____
 Teacher notified by EMAIL _____
 Add student to Withdrawal Log _____
 Director Contact _____
 Immediate WD removes from schedule _____

Bookkeeping:

Removed from student count _____
 Mark Account (W11) _____
 Delete Memorized Transaction _____
 Delete Automatic payment _____
 Materials Account Reconciled _____
 Withdrawal Information Mailed _____