



Pine Rivers State High School

"By different ways to excellence"

Intention to withdraw from the Instrumental Music program

Name: _____ Form: _____

Instrumental Music teacher/s: _____ Ensemble/s: _____

Instrument/s: _____

Is a school instrument on loan: YES / NO

Reason for withdrawing: _____

I understand that by withdrawing from the instrumental music program I am entitled to only a pro-rata refund of the annual levy, and any other outstanding balances must be paid immediately. If the levy has not yet been paid, then a pro-rata amount for time enrolled in the program will still be debited to your account. If a school instrument has been on loan, then the full loan fee is still eligible to be paid and no refund will be given on this fee.

All loan instruments must be returned immediately, as will music folders and all sheet music issued.

I hereby agree to these terms, and understand that my child may not be guaranteed a future position in the instrumental music program or a loan instrument, should they decide to return.

Student signature: _____ Date: _____

Parent Signature: _____ Date: _____

HOD signature: _____ Date: _____

Please Turn Over

Final Checklist

Student responsibilities

- ☐ Conversation has been had between the student, their instrumental music teacher/s and the Head of Department.
- ☐ This withdrawal form is completed and signed by both student and parent/caregiver
- ☐ If applicable, loan instruments are returned in good condition and all accessories are included
- ☐ Music folder and all sheet music is returned
- ☐ Student has been removed from Instrumental Music teacher rolls and timetables

IM Teacher signature: _____ Date: _____

Please consider donating your band uniform or polo shirt to the music department for other students, who might be experiencing hardship, to borrow/loan/keep.

SUBMIT THIS FORM TO THE MUSIC COORDINATOR

Music Coordinator responsibilities

- ☐ Finance officer has been informed – to cancel outstanding invoices and/or action any entitled pro-rata refunds
- ☐ Student has been removed from OneSchool
- ☐ Student has been removed from Compass groups
- ☐ Spreadsheet list of names has been updated

Music Coordinator signature: _____ Date: _____