

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: \_\_\_\_\_