

URSULA FRAYNE CATHOLIC COLLEGE

INSTRUMENTAL PROGRAM

WITHDRAWAL FORM

URSULA FRAYNE CATHOLIC COLLEGE



DEPARTMENT OF MUSIC

STUDENT DETAILS

Name: _____ Instrument: _____

Year Level: _____ Instrumental Tutor: _____

Reason For Withdrawal: _____

I wish to withdraw my child from the Instrumental Program at the end of (please tick):

Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4 ☐

ACKNOWLEDGEMENT

I understand that lessons will cease at the end of the following Term on receipt of this form.

I understand that, as per the Terms and Conditions of the Instrumental Program Agreement, our request to withdraw from the Instrumental Program must be received by the following dates. Failure to do so will result in the application of fees on the school account as required.

For withdrawal at the end of Term 1, the application to withdraw must be received by Friday Week 8, Term 4.

For withdrawal at the end of Term 2, the application to withdraw must be received by Friday Week 9, Term 1.

For withdrawal at the end of Term 3, the application to withdraw must be received by Friday Week 9, Term 2.

For withdrawal at the end of Term 4, the application to withdraw must be received by Friday Week 9, Term 3.

I hereby give notice of my child's intention to withdraw from the Instrumental Music program.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: ____ / ____ / ____

CHECKLIST FOR WITHDRAWAL

To ensure a smooth process, please ensure you have completed and/or are aware of the following:

- ☐ I have returned the hired instrument (if applicable).
- ☐ I have submitted the withdrawal form with the required notice and acknowledge that if I have missed the withdrawal deadline, I am still liable for all fees charged.
- ☐ I understand that any lessons missed due to absences deemed invalid by the College and Music Department will not be refunded.

Please return the completed form to Mrs Jessica Oxley via the front office or email: jessica.oxley@ufcc.wa.edu.au

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