

NOTICE TO STOP LESSONS



- EVERTON HILLS** - 97 Flockton Street Everton Hills - PH. 3353 6799
 SPRINGWOOD - Shop 13/1 - 11 Lexington Road Underwood - PH. 3841 1555
 MT GRAVATT EAST - 35 Wecker Rd Mt Gravatt East - PH. 3343 2111
ABN: 47 277 156 299

Customer Details

Family ID:

First Name: _____ Surname: _____
Home Phone: _____ Mobile: _____ Work: _____
Email: _____ @ _____ Date form received: ___/___/___

Students Details

Child 1 : _____ Day: _____ Time: _____
First & surname
Child 2 : _____ Day: _____ Time: _____
First & surname
Child 3 : _____ Day: _____ Time: _____
First & surname

Stop Lessons Policy - minimum 2 weeks notice

In order to offer you the convenience of not having to re-book at the end of each block, we require a minimum of 2 weeks notice in writing (or via email) if you wish to take a break or stop lessons. Please note: your notice will not take effect until we receive this form signed and completed in full. We will also send you a letter confirming when your notice will take effect and any fees that may be outstanding.

All booked lessons up to and including your date of cancellation, plus 2 weeks notice, regardless of attendance, must be paid in full. There are no refunds available and your remaining fees will be credited to your account for use at a later date.

NOTICE TO STOP LESSONS EFFECTIVE: 2 weeks or end of block - last lesson ___/___/___

Reason for leaving

Moving from area Not happy with program Taking break
Long term illness Other: _____

General Comment: _____

Would you like us to call you to re-book: Y N if yes when: ___/___/___

Signature

Signed: X _____ Please print your name: _____ Date: ___/___/___

Office Use: Date notice received ___/___/___ Date of last lesson: ___/___/___ Student(s) exited: Y N
Fees adjusted Y N - BLOCK or DIRECT DEBIT Credit held \$ _____ Copy emailed to DD manager:
Confirmation & final invoice notice mailed: Y N ___/___/___ Processed by: _____ Date: ___/___/___
Checked by: - ___/___/___